



North Carolina State Board of Elections

Campaign Finance Reporting Software

Quickstart Installation and User Guide

Updated on 11/26/2012

PREFACE

The purpose of this manual is to give an overview of how the Campaign Finance Remote Software operates. It will guide you through:

- Installing the software
- Adding Elections
- Setting Up a Committee
- Adding/Managing Receipts
- Adding/Managing Expenditures
- Adding/Managing Debts
- Adding/Managing Loans
- Refunds
- Account Transfers
- Creating/Managing Reports
- Data Protection

This document is not intended to cover every scenario possible for an individual entity. If you have a situation you are not sure about please contact us at:

919-733-7173

*** * * VISTA USERS * * ***

If you are running Microsoft Vista you will need to run the application in Administrator Mode. To do this; Right Click on the CF Remote Icon located on the desktop and Select **"Run as Administrator"**

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SOFTWARE INSTALLATION

Internet Setup

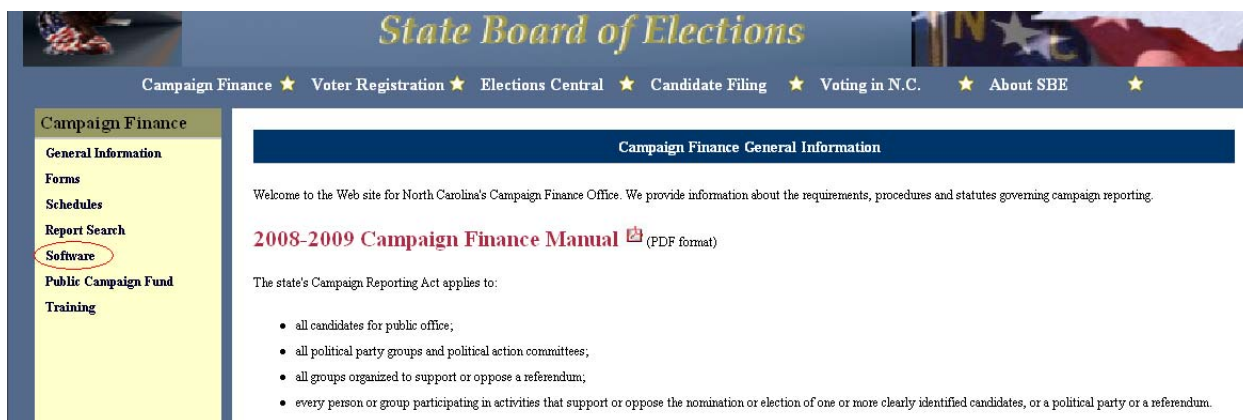
To install the software from the internet, first open your browser.



1. Now go to the SBOE homepage, <http://www.sboe.state.nc.us>.
2. Click on **Campaign Finance** near the top of the page.



3. On the left hand side Click → **Software**



4. In the center of the screen you will see: ***CF Remote Software – Full Installation in One file***

Description	File Name	Version	Size	Last Updated
CF Remote Software - Full Installation in One File * This is the entire installation of the remote software in one single file.	Download Now	4.0.55	46.6 MB	08-31-2007
CF Remote Software - Instruction Guide * This is the remote software instruction guide to help you get started using the software.	Download Now	1.0.4	8.33 MB	06-14-2007
CF Remote Software - Easy Web Installation * This is the entire installation of the software. This installation is recommended for dial-up internet connections and broken up into multiple files.	Download Now	4.0.55	161 KB	08-31-2007

5. Click → **Download Now**

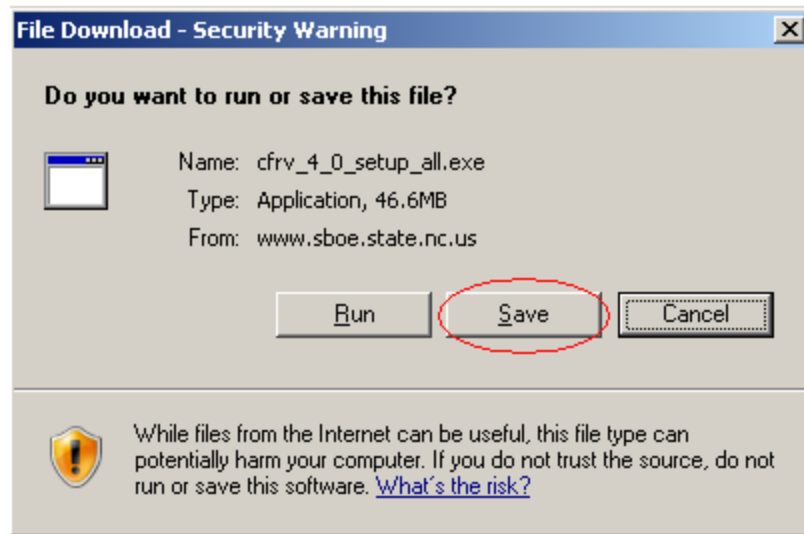
Note: The smaller installation requires an internet connection to run properly while the larger installation does not.

Internet Setup – cont.

After the download is complete the following window will appear

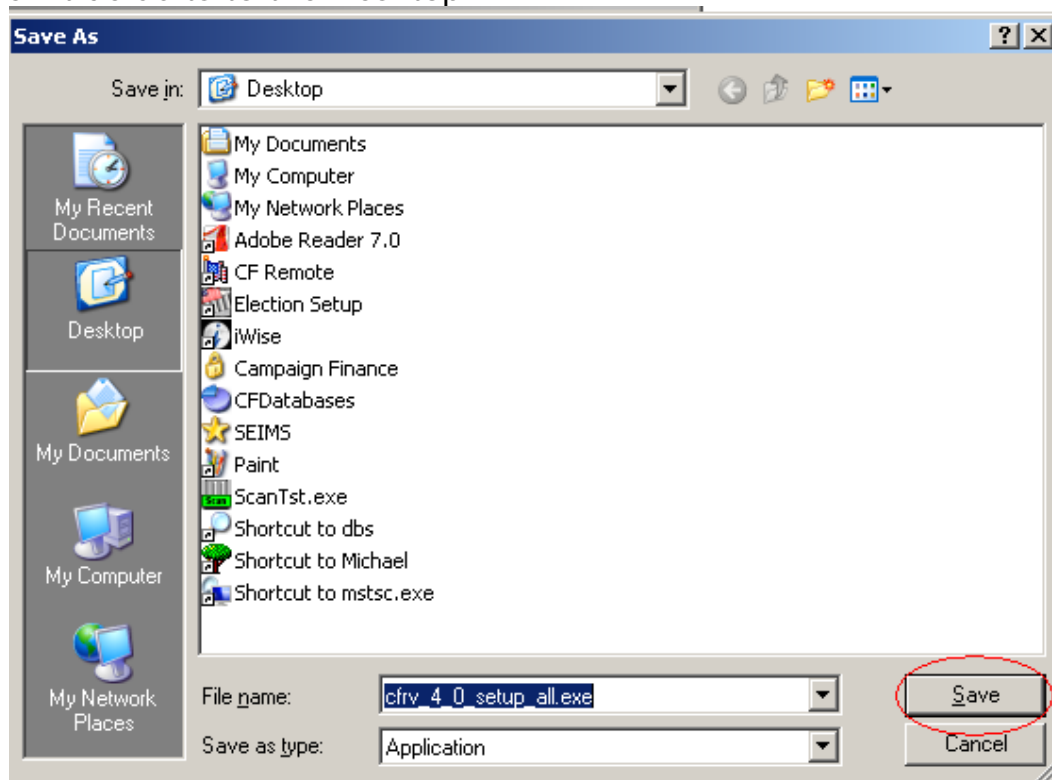
Note: If you chose to Save instead of Run follow the inserted steps

Chose either → **Run** or **SAVE**



- If you Click → **Save**

The next window that comes up will ask you where you want to save the file. Select a location on your computer that you can easily remember for saving the file. It defaults to the Desktop.

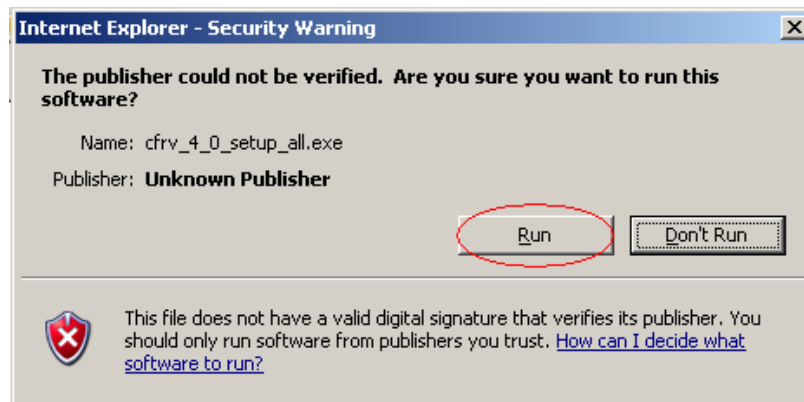


Internet Setup – cont.

After the download is complete, go to the location where the installation was saved and double-click on the file. Continue with the installation instructions



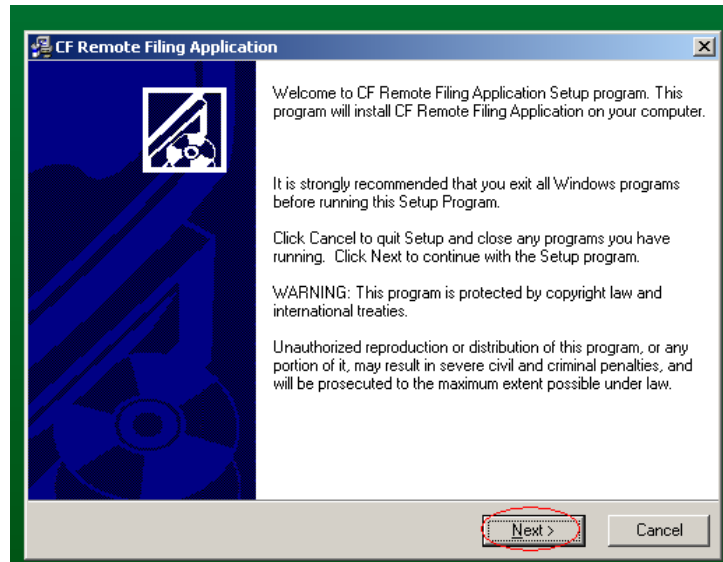
This screen will appear if you click **Run**



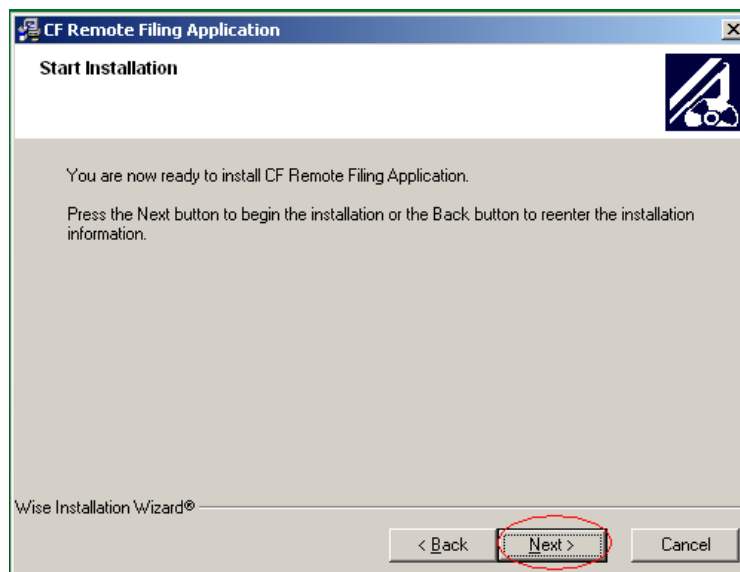
Internet Setup – cont.

This screen appears after a moment

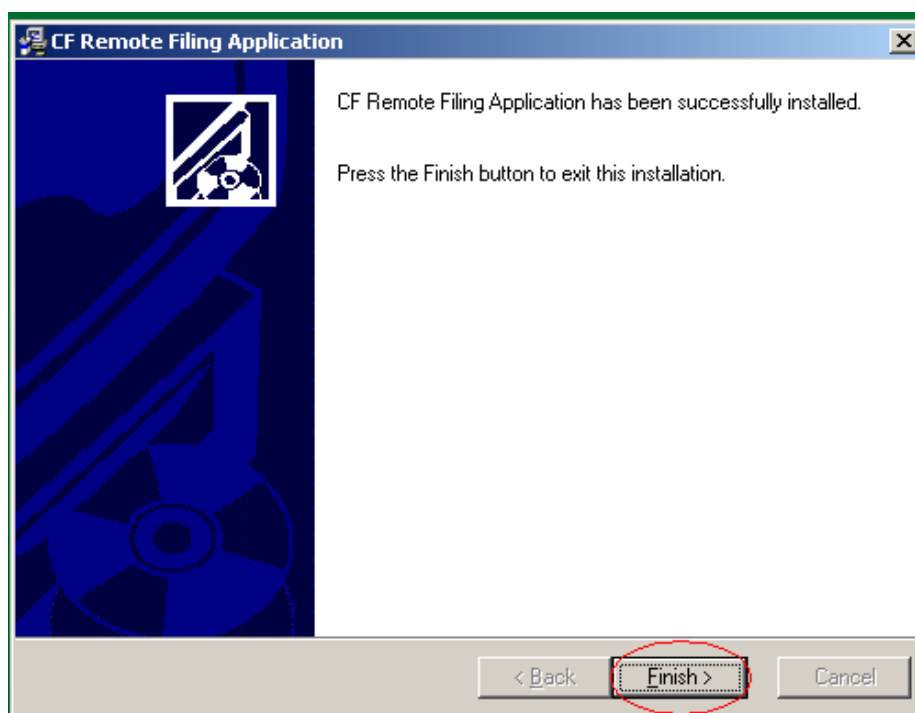
Click → **Next**



Click → **Next** again



Click → **Finish**



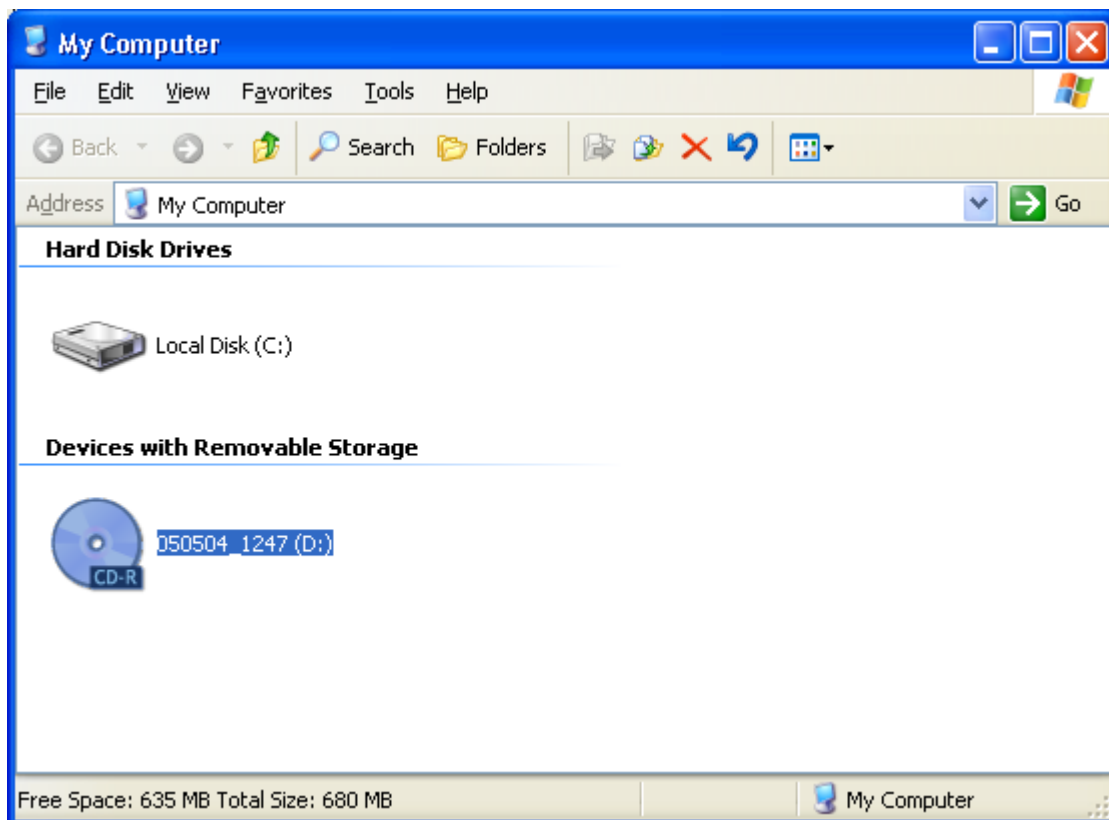
After a moment the green screen will disappear and the install is complete.

Regular CD Setup

Put the installation CD in your CD drive. The installation may start automatically, if it does not, go to your desktop and double-click on **My Computer**.

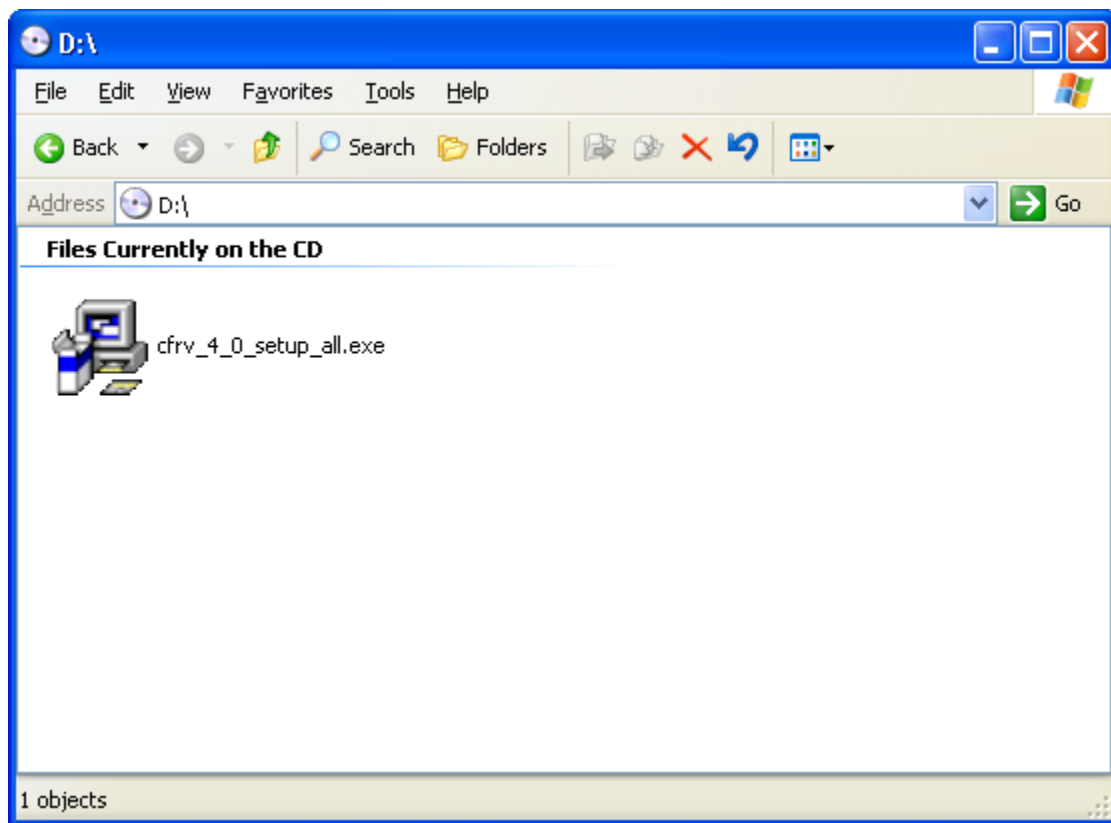


When that opens up, find your CD drive and double click the icon for it.



Regular CD Setup – cont.

You will see a window with only one file in it. Double click the file to run the installation.

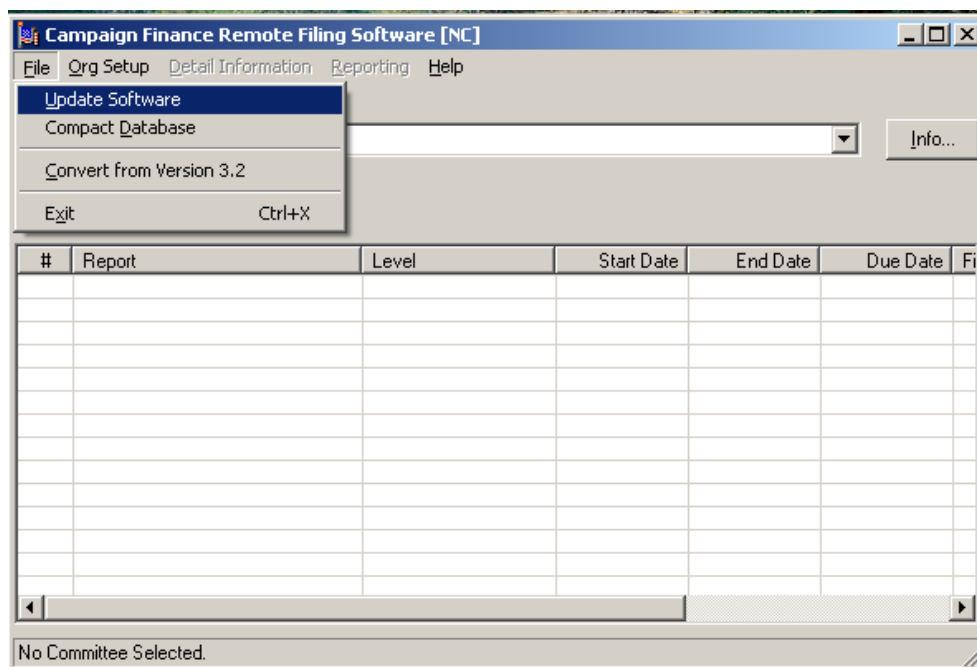


Follow the install instructions that appear on page 7.

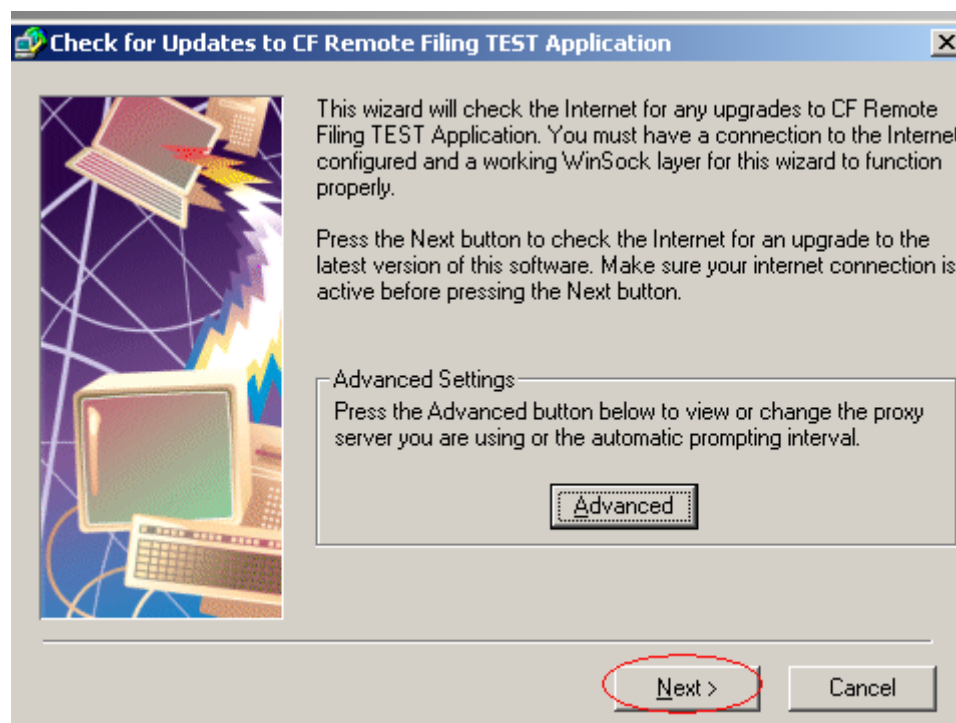
Updating version 4.x

* You must be connected to the Internet to update the software.

1. Double-click the **CF Remote** icon  on your desktop to open the main window shown below.

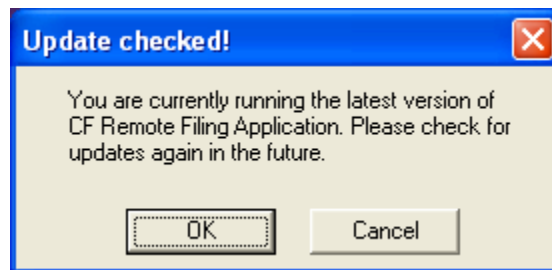


2. Click **File → Update Software**
3. Click **Next**

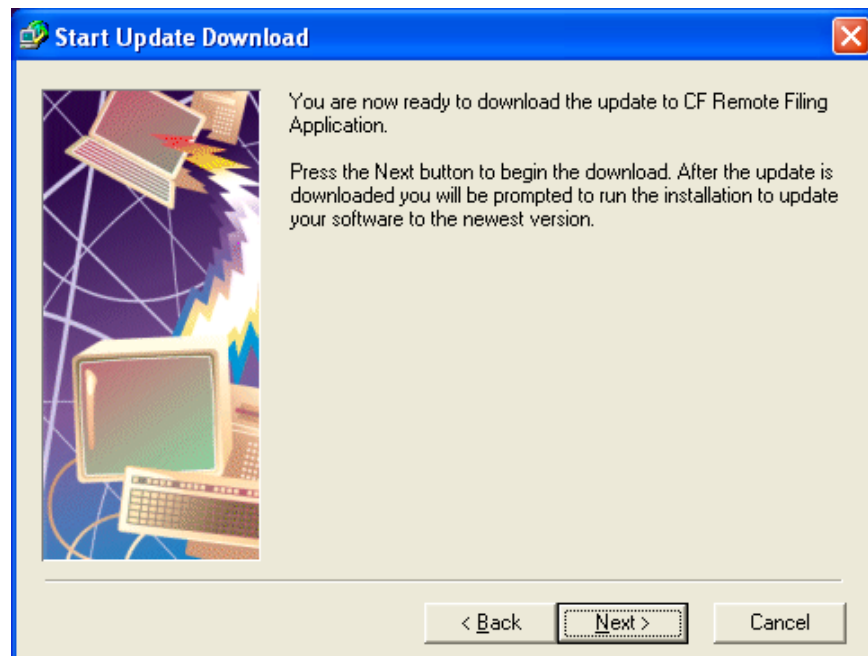


Updating version 4.x – cont.

4. If you already have the latest version you will get this screen. Click **OK** and proceed to **Setting Up a Committee** on page 21.

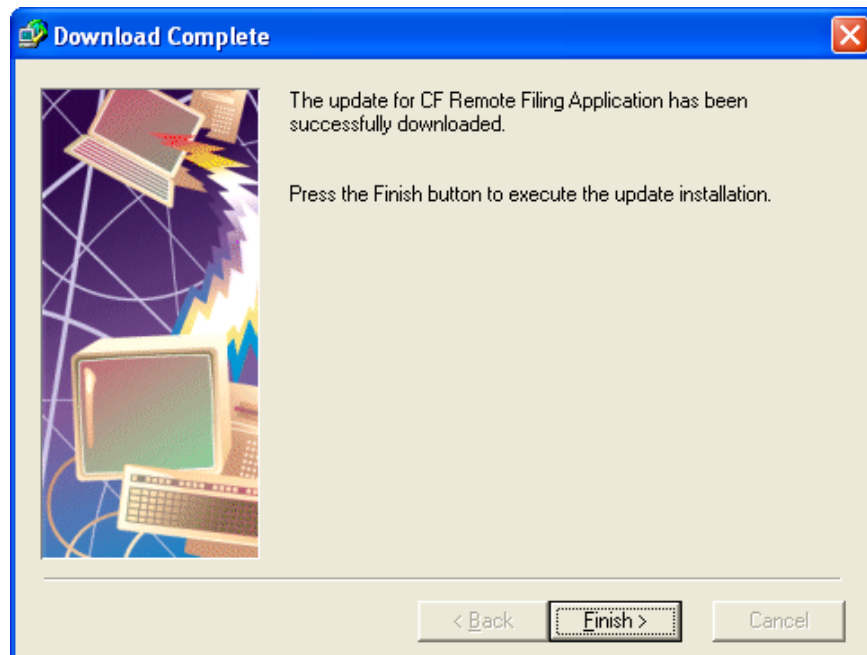


5. If you need to update you will see this screen. Click **Next**.



Updating version 4.x – cont.

6. The update will be downloaded after which you will see this screen. Click **Finish**.

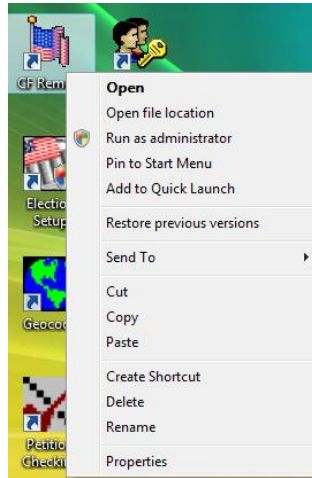


At this point the installation for the update will begin.
Refer to steps of the **Installation** section beginning on page **7** for instructions.

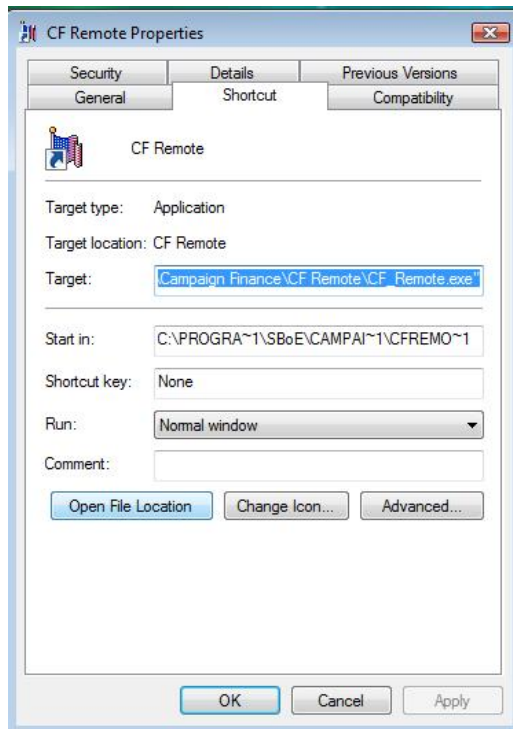
VISTA USERS

How to Move cf_data from VirtualStore in Vista

1. Right click the CF Remote Icon on the desktop.

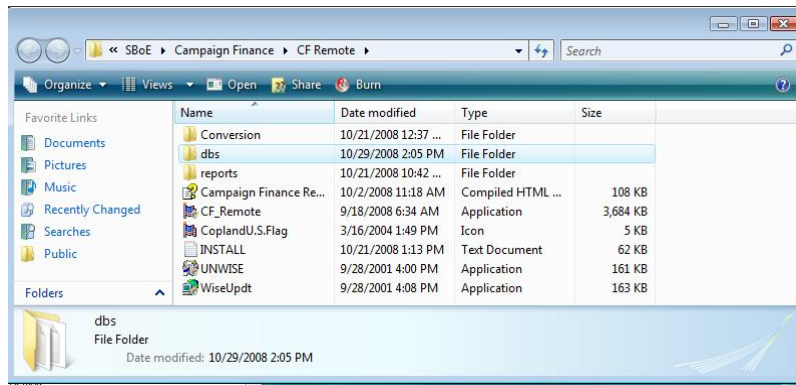


2. Select **Properties**.

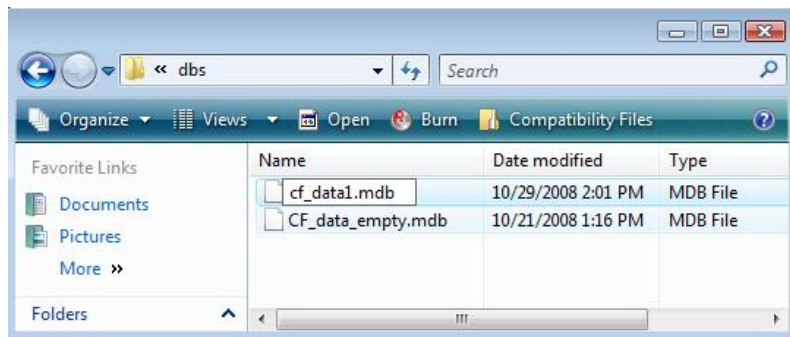



3. On the Shortcut Tab Select **Open File Location**.

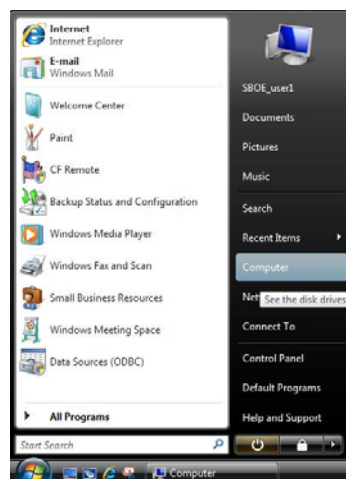
How to Move cf_data from VirtualStore in Vista cont.



4. Open the **dbs** folder.
5. Right click on the **cf_data** file and select **Rename**.
6. Enter **cf_data1**. See image below.

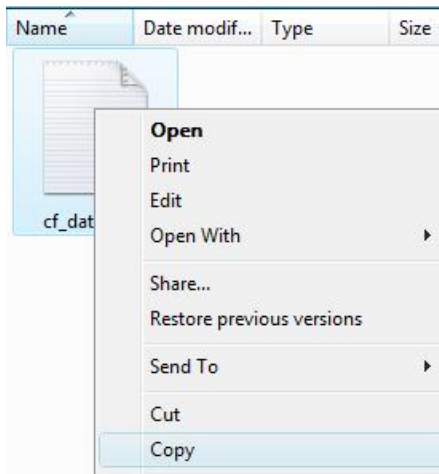


7. Click the minimize button  so that the window goes to the toolbar.
8. Click on Start → Computer



9. Click Local disk *C:\Users\“Your User Name”\AppData\Local\VirtualStore\Program Files\SBoE\Campaign Finance\CF Remote\dbs*
10. Right Click on the cf_data file and select **copy**.

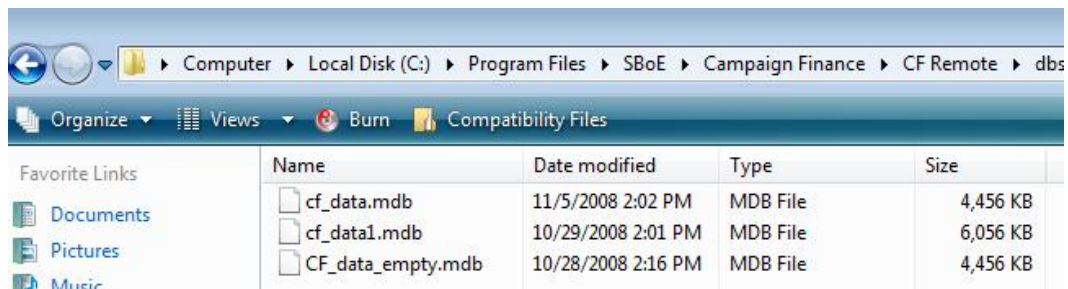
How to Move cf_data from VirtualStore in Vista cont.



11. Click the dbs button located in the tool bar.



12. The dbs folder should be open in the empty space of the folder right click and chose **Paste**.



13. Your **dbs folder** should look like what is pictured above.
14. If it has not already been done please go back and enable **Run as Administrator**.

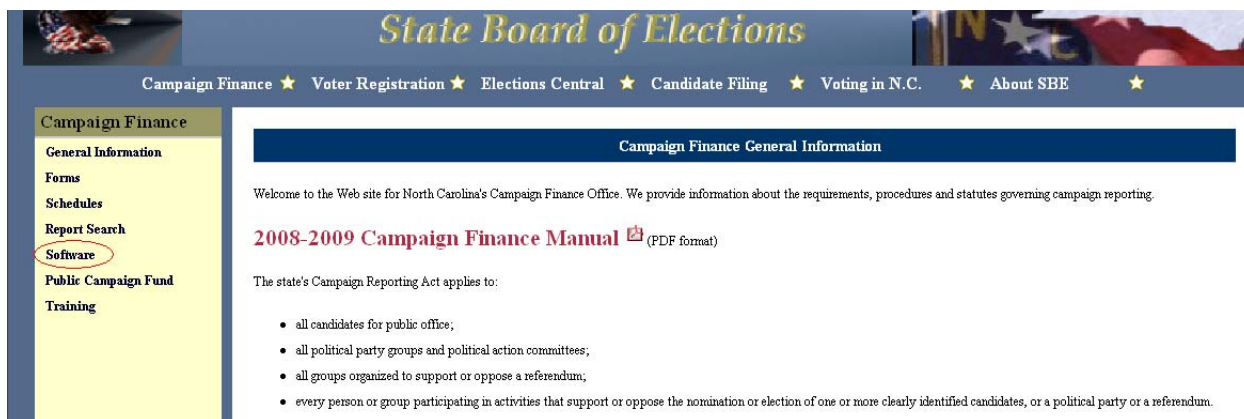
PRINTING AND SAVING THE MANUAL

Printing and Saving the Manual

1. Click on **Campaign Finance** near the top of the page.



2. On the left hand side Click → **Software**

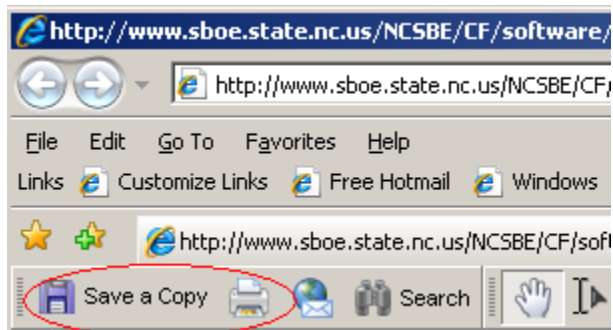


3. In the center of the screen you will see:
CF Remote Software – Instruction Guide

This opens the manual for viewing.

Description	File Name	Version	Size	Last Updated
CF Remote Software - Full Installation in One File * This is the entire installation of the remote software in one single file.	Download Now	4.0.55	46.6 MB	08-31-2007
CF Remote Software - Instruction Guide * This is the remote software instruction guide to help you get started using the software.	Download Now	1.0.4	8.33 MB	06-14-2007
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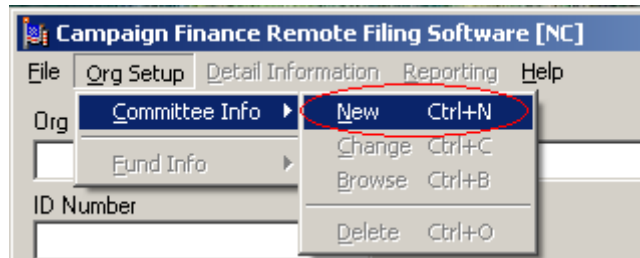
At this point you can may save a copy to your computer or print a copy if you choose too.



SETTING UP A COMMITTEE

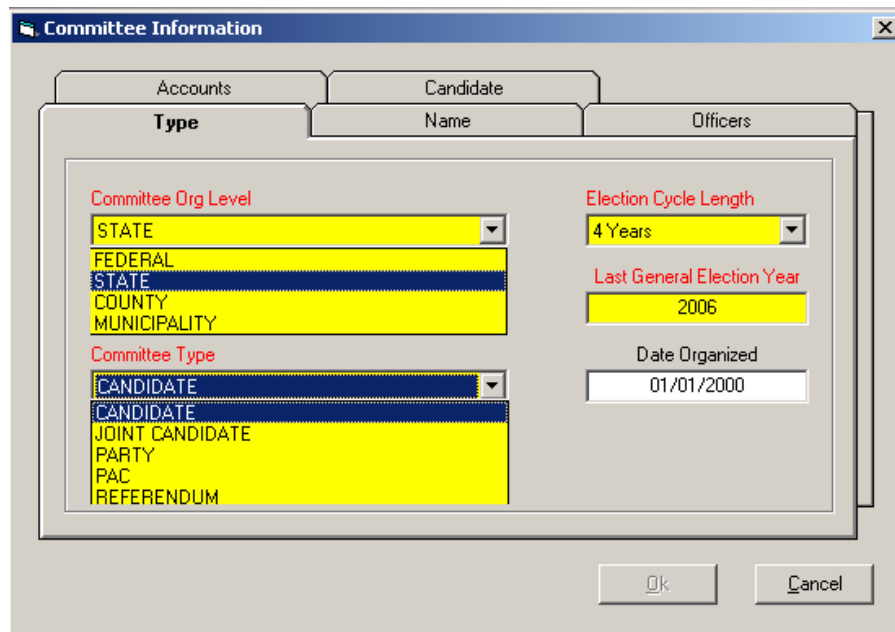
Setting Up a Committee

1. Click **Org Setup** → **Committee Info** → **New...**



Note: Select the appropriate combination for your committee

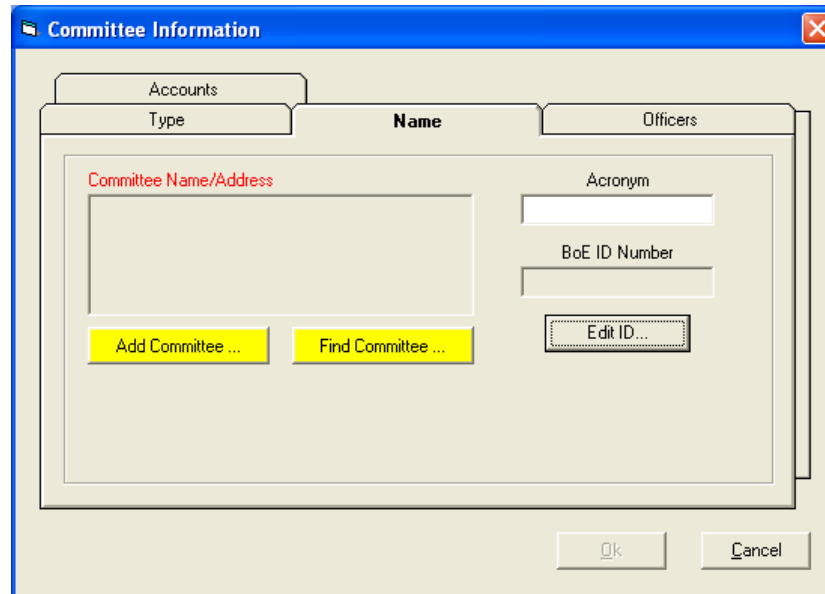
Select each tab and fill in the required fields (*Red lettering and yellow boxes indicate required fields*).



NOTE: All fields on the **Type Tab** are required for the reports to appear correctly including **Date Organized**.

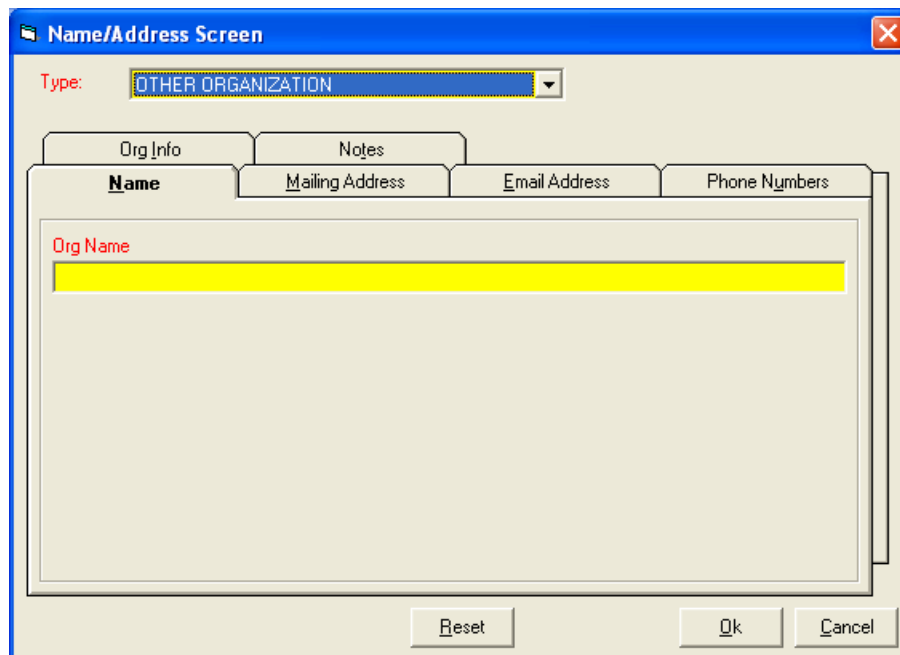
Setting Up a Committee – cont.

2. Click the **Name** tab to enter name information about the committee.



The **Committee Information** dialog box features three tabs: **Accounts**, **Name** (selected), and **Officers**. The **Name** tab contains a large text area labeled **Committee Name/Address**, a text box for **Acronym**, and another for **BoE ID Number**. Below the text area are two yellow buttons: **Add Committee ...** and **Find Committee ...**. To the right of the **BoE ID Number** box is an **Edit ID...** button. At the bottom right are **OK** and **Cancel** buttons.

When you click **Add Committee**, you are directed to a different screen (**Name/Address Screen**). For each tab (**Name**, **Mailing Address**, **Email Address**, **Phone Numbers**, **Org Info**, **Notes**) enter any required information and any additional information you have and click **OK**.



The **Name/Address Screen** dialog box has a **Type:** dropdown menu set to **OTHER ORGANIZATION**. It contains four tabs: **Org Info**, **Notes**, **Name** (selected), and **Phone Numbers**. The **Name** tab features a large text area labeled **Org Name**, which is highlighted in yellow. At the bottom are **Reset**, **OK**, and **Cancel** buttons.

Setting Up a Committee – cont.

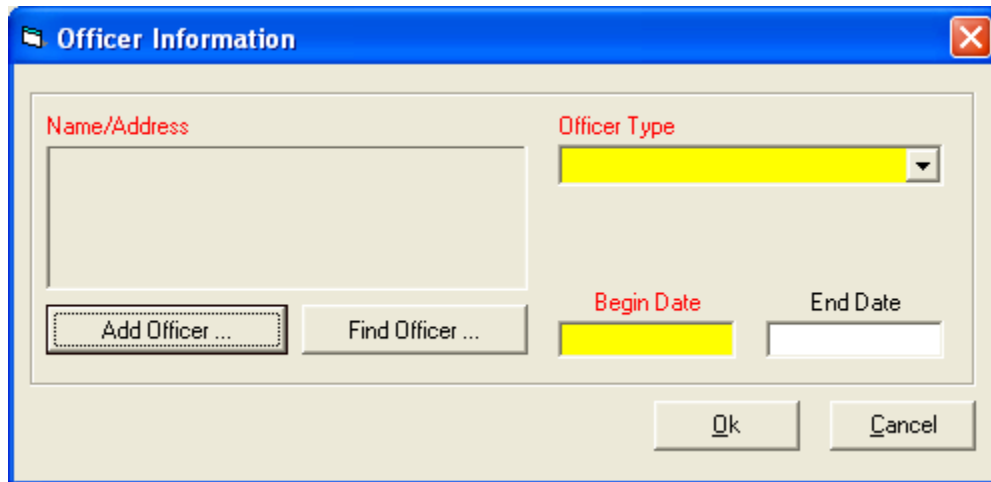
Tab	Function
Name	Use to record the name of the associated committee or individual. If the selection made in the Type field is other than INDIVIDUAL, only the Org Name field displays. If the selection made in the Type field is INDIVIDUAL, a more detailed form displays to include complete name information, as well as professional and employment information.
Mailing Address	Use this window to record a complete mailing address, regardless of whether or not there is also a separate physical address. If there is a different physical address, however, remove the checkmark from the Physical and Mailing Address are the same checkbox to display the Physical Address tab. If the address is not in the United States, check the Address Not in US checkbox to display the required form.
Physical Address	Use to record a complete physical address, if the physical address is different from the mailing address. If the address is not in the United States, check the Address Not in US checkbox to display the required form.
Email Address	Use to record up to four Email addresses for the committee.
Phone Numbers	Use to record up to three telephone numbers for the committee.
Org Info	Use to record State and Federal IDs, and Committee Level. Displays when the selection made in the Type field is other than INDIVIDUAL. as described above.
Notes	Use to add notes about the committee or its processing. Is also used to indicate the amount of money previously received from or expended to the associated committee, organization or individual.

3. Click the **Officers** tab to enter officer information about the officers.

The screenshot shows a software window titled "Committee Information". It has several tabs: "Accounts", "Type", "Name", and "Officers". The "Officers" tab is currently selected. Inside this tab, there is a checkbox labeled "Do NOT Show Non-Active Officers". Below the checkbox is a table with the following columns: "#", "Type", "Name", "Date Started", and "Date Ended". The table is currently empty. At the bottom of the table area are three buttons: "Add Officer ..." (highlighted in yellow), "Edit Officer ...", and "Delete Officer ...". At the very bottom of the window are "Ok" and "Cancel" buttons.

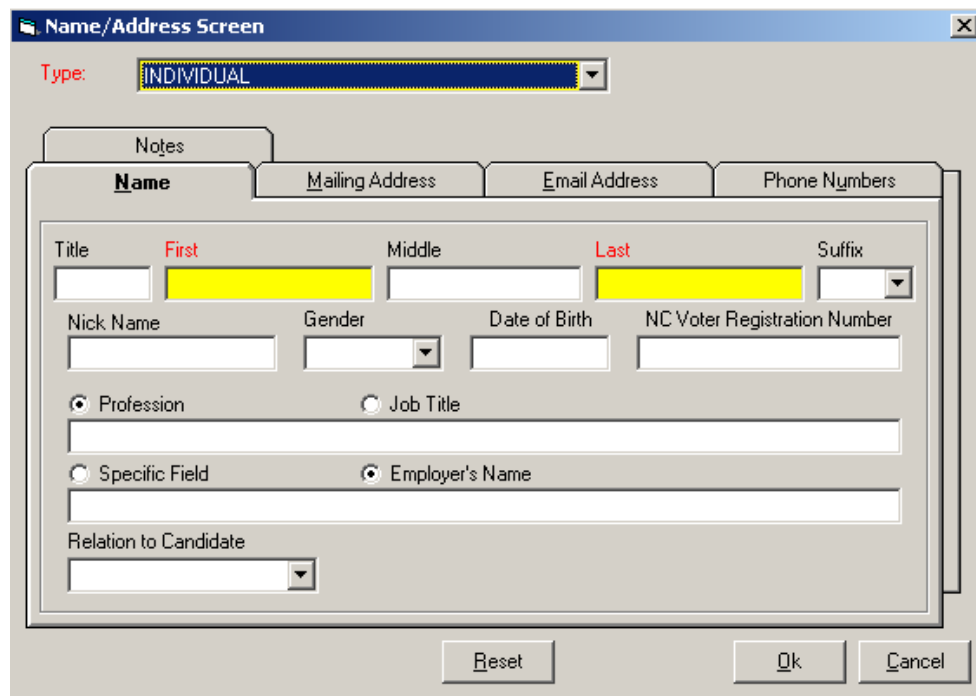
Setting Up a Committee – cont.

When you click **Add Officer** you are directed to the **Officer Information** screen. Fill in the required information for officer type and begin date.



The "Officer Information" dialog box has a blue title bar with a close button. It contains a large text area for "Name/Address" and a dropdown menu for "Officer Type". Below these are two date fields: "Begin Date" and "End Date". At the bottom are buttons for "Add Officer ..." (highlighted with a dashed border), "Find Officer ...", "Ok", and "Cancel".

4. Click **Add Officer**, you are directed to a different screen



The "Name/Address Screen" has a blue title bar and a dropdown menu for "Type" set to "INDIVIDUAL". It features four tabs: "Name", "Mailing Address", "Email Address", and "Phone Numbers". The "Name" tab is active, showing fields for "Title", "First", "Middle", "Last", and "Suffix". Below these are fields for "Nick Name", "Gender", "Date of Birth", and "NC Voter Registration Number". There are two radio button groups: "Profession" (selected) and "Job Title", and "Specific Field" and "Employer's Name" (selected). A "Relation to Candidate" dropdown is at the bottom. Buttons for "Reset", "Ok", and "Cancel" are at the bottom right.

For each tab (**Name**, **Mailing Address**, **Email Address**, **Phone Numbers**, **Org Info**, **Notes**) enter any required information and any additional information you have and Click **OK**.

Setting Up a Committee – cont.

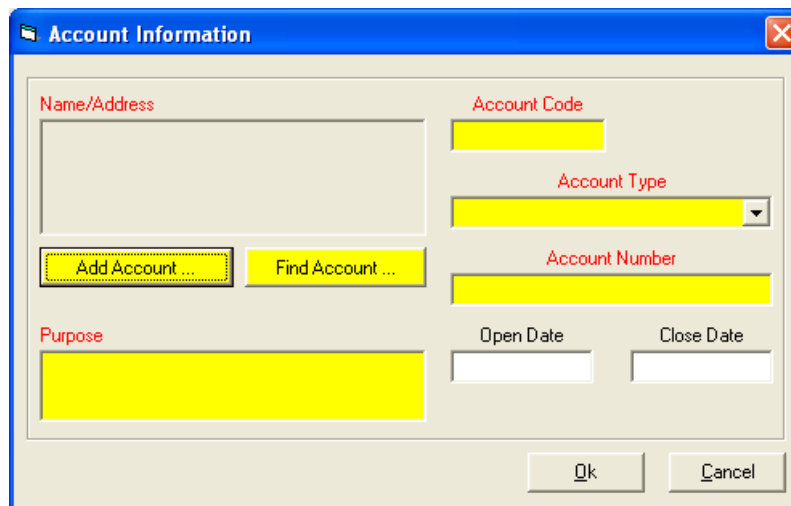
5. Click the **Accounts** tab to enter information about the accounts.

The screenshot shows a Windows-style dialog box titled "Committee Information". It has three tabs: "Type", "Name", and "Officers". The "Accounts" tab is selected and active. Inside the "Accounts" tab, there is a checkbox labeled "Do NOT Show Closed Accounts" which is currently unchecked. Below the checkbox is a table with the following columns: "#", "Code", "Name", "Type", "Number", and "Open Date". The table is empty. Below the table is a horizontal scrollbar. At the bottom of the "Accounts" tab are three buttons: "Add Account ..." (highlighted with a yellow border), "Edit Account ...", and "Delete Account ...". At the bottom of the entire dialog box are "Ok" and "Cancel" buttons.

#	Code	Name	Type	Number	Open Date

Setting Up a Committee – cont.

When you click **Add Account** you are directed to the **Account Information** screen. Fill in the required information for account code, account type, account number and purpose.

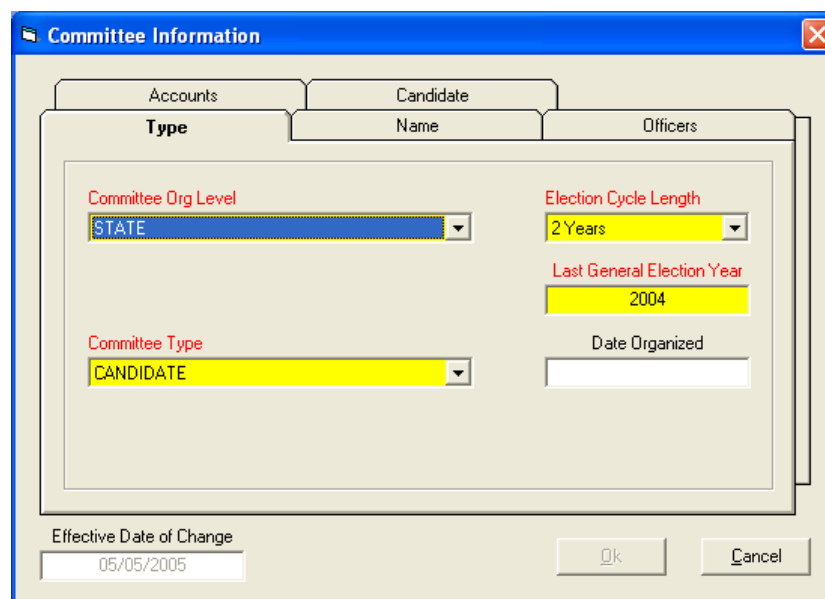


The 'Account Information' dialog box contains the following fields and controls:

- Name/Address:** A large text area for entering the account name and address.
- Account Code:** A text field for entering the account code.
- Account Type:** A dropdown menu for selecting the account type.
- Account Number:** A text field for entering the account number.
- Purpose:** A text area for entering the purpose of the account.
- Open Date:** A date field for entering the open date.
- Close Date:** A date field for entering the close date.
- Buttons:** 'Add Account ...', 'Find Account ...', 'Ok', and 'Cancel'.

When you click **Add Account**, you are directed to a different screen (**Name/Address Screen**). For each tab (**Name**, **Mailing Address**, **Email Address**, **Phone Numbers**, **Notes**) enter any required information and any additional information you have and click **OK**.

6. Click **OK** to close the **Committee Information** window and display the main window.



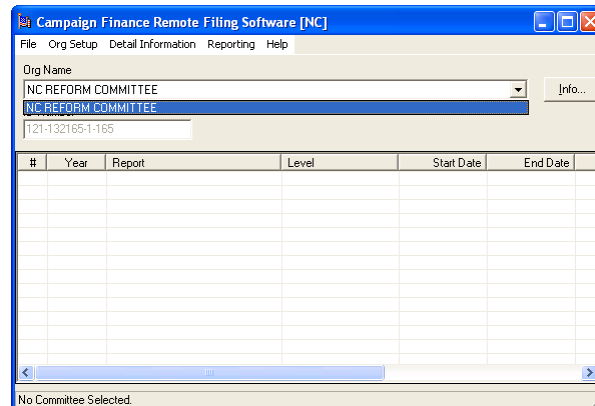
The 'Committee Information' dialog box contains the following fields and controls:

- Accounts:** A tab for entering account information.
- Candidate:** A tab for entering candidate information.
- Officers:** A tab for entering officer information.
- Committee Org Level:** A dropdown menu with 'STATE' selected.
- Election Cycle Length:** A dropdown menu with '2 Years' selected.
- Last General Election Year:** A text field with '2004' entered.
- Committee Type:** A dropdown menu with 'CANDIDATE' selected.
- Date Organized:** A date field.
- Effective Date of Change:** A date field with '05/05/2005' entered.
- Buttons:** 'Ok' and 'Cancel'.

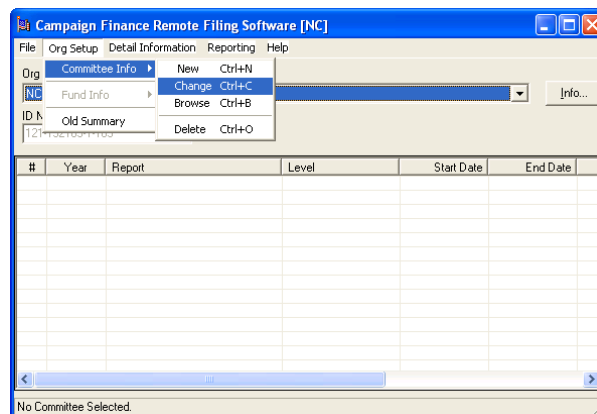
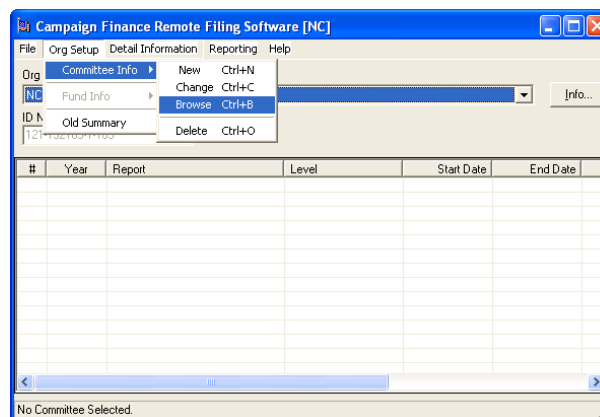
NOTE: When all **required information** is entered, the **OK** button in the Committee Information window becomes active.

Setting Up a Committee – cont.

The committee that you created now displays in the main window's **Org** field drop-down list, and may be selected for viewing or editing.



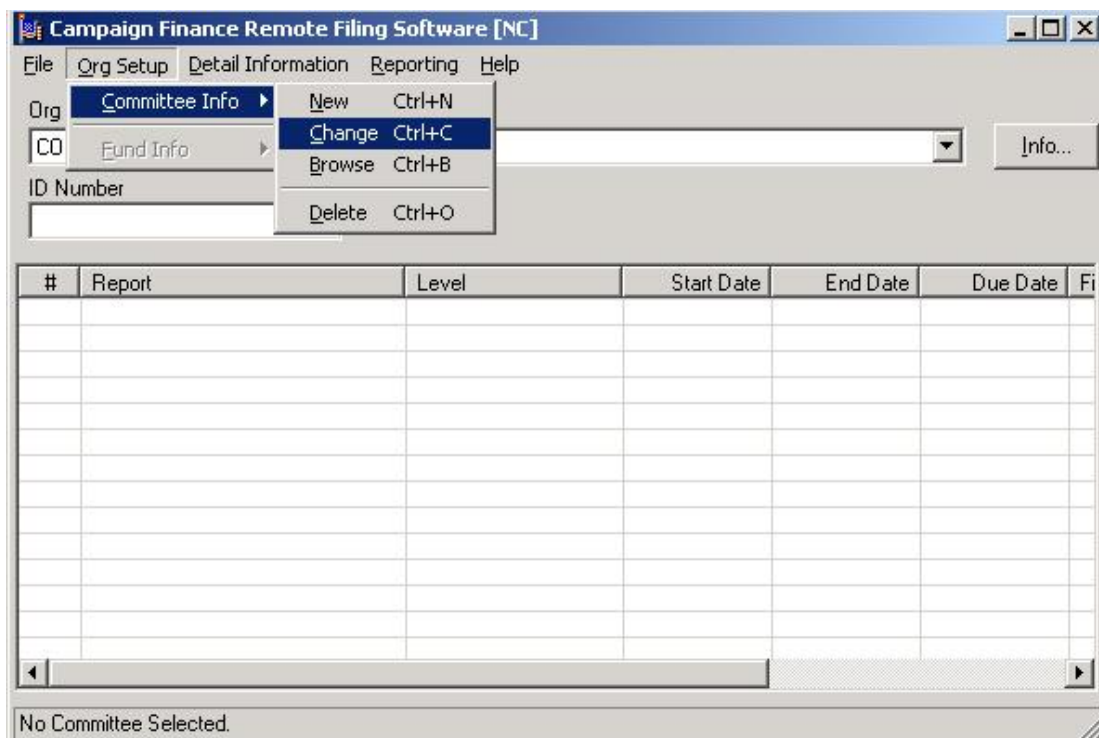
To **View** or **Change** information on the committee just created, select the name from the **Org** field drop-down list, and select **Org Setup → Committee Info → Browse →** or **Org Setup → Committee Info → Change.**



Recording Public Finance Information

If the candidate committee will be receiving funds from public financing, or is opposing someone who will be receiving funds from public financing, you must provide additional information through this software. Follow the steps below to ensure your compliance.

1. From the main Campaign Finance Remote Filing Software screen, Click **Org Setup → Committee Info → Change**



This will bring up a window asking for the effective date. Click **OK**.

Recording Public Finance Information – cont.

2. Click the **Candidate** tab. Check the box near the bottom which says **Show Public Finance Tab**.

The screenshot shows a software window titled "Committee Information" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains three tabs: "Accounts", "Candidate", and "Public Finance". The "Candidate" tab is currently selected and highlighted. Inside the "Candidate" tab, there is a section labeled "Name/Address" in red text, containing a text box with the address: "Harris Durham Blake", "P.O. Box 4266", "Pinehurst, NC 28374". To the right of this text box is a checked checkbox labeled "Candidate's Primary Committee" and a text box labeled "Candidate ID Number". Below the "Name/Address" section is a yellow button labeled "Edit Candidate". Further down, there are three dropdown menus: "Office Sought" (set to "State Senate"), "Jurisdiction" (set to "Senate District 22"), and "Party Affiliation" (set to "REPUBLICAN"). Below these dropdowns are two checkboxes: the first is checked and labeled "Show Public Finance Tab" (circled in red), and the second is unchecked and labeled "Non-Participant WITH NO Participating Opponent(s)". At the bottom of the window, there is a text box labeled "Effective Date of Change" containing the date "02/13/2008", and two buttons labeled "Ok" and "Cancel".

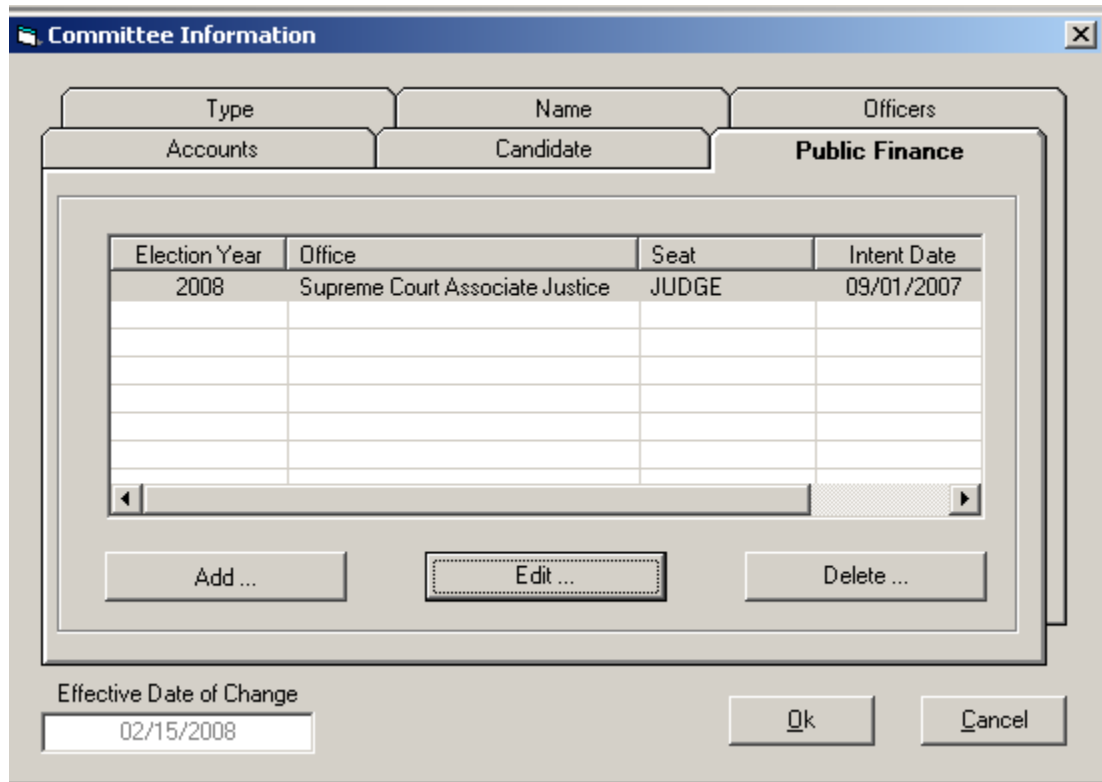
If you are a non-participating candidate, but are opposing a participating candidate, you can stop here.

If you are a non-participating candidate, and have no participating opponents, check the box, which says **Non-Participant WITH NO Participating Opponent(s)**, and stop there.

Otherwise, if you are the candidate seeking certification in the NC Public Campaign Fund, please continue.

When you clicked on the checkbox, which says **Show Public Finance Tab**, the **Public Finance** tab should have appeared, click on this tab.

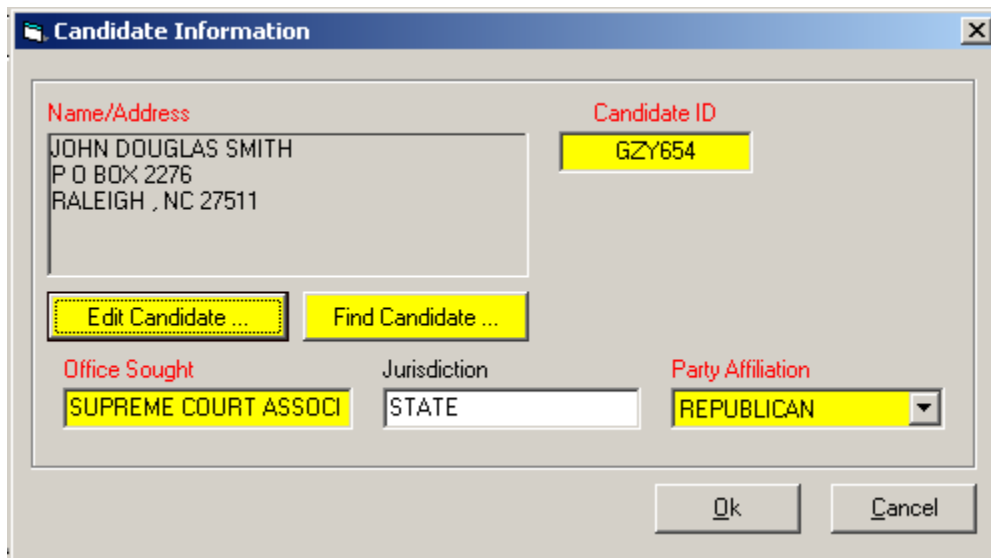
Recording Public Finance Information – cont.



The "Committee Information" window displays the "Public Finance" tab. It features a table with columns for Election Year, Office, Seat, and Intent Date. The first row contains the data: 2008, Supreme Court Associate Justice, JUDGE, and 09/01/2007. Below the table are buttons for "Add ...", "Edit ...", and "Delete ...". At the bottom, there is a field for "Effective Date of Change" with the value 02/15/2008, and "Ok" and "Cancel" buttons.

Election Year	Office	Seat	Intent Date
2008	Supreme Court Associate Justice	JUDGE	09/01/2007

3. Click on the Add button. This opens the Public Finance Information window. Choose the Office for which the candidate is running from the **Office** drop-down box. Type in the **Seat**, **Election Year** and **Intent Date** if the candidate has filed for Intent. Fill in the box labeled **Certified Date** if and when they become certified.



The "Candidate Information" window displays the following information:

- Name/Address:** JOHN DOUGLAS SMITH, P O BOX 2276, RALEIGH, NC 27511
- Candidate ID:** GZY654
- Buttons:** Edit Candidate ... and Find Candidate ...
- Office Sought:** SUPREME COURT ASSOCI
- Jurisdiction:** STATE
- Party Affiliation:** REPUBLICAN
- Buttons:** Ok and Cancel

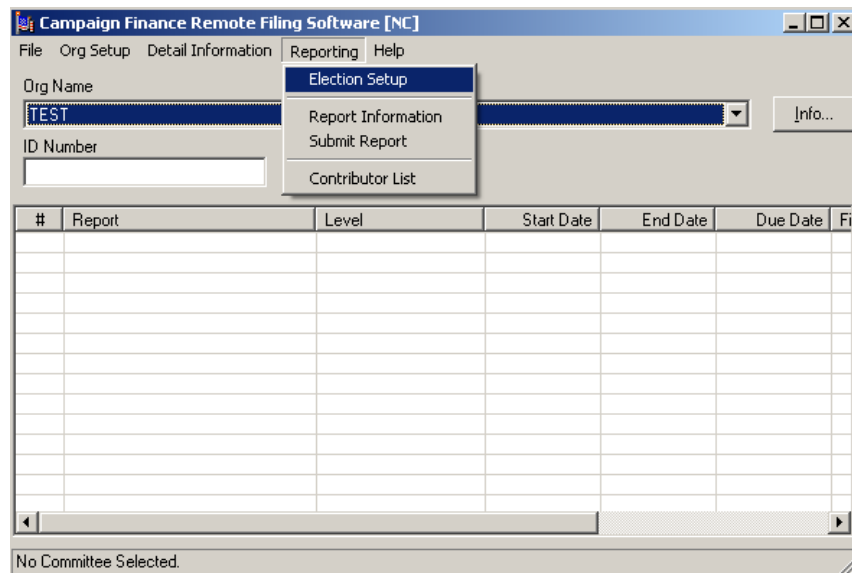
4. When done, click **OK**.

ADDING ELECTIONS

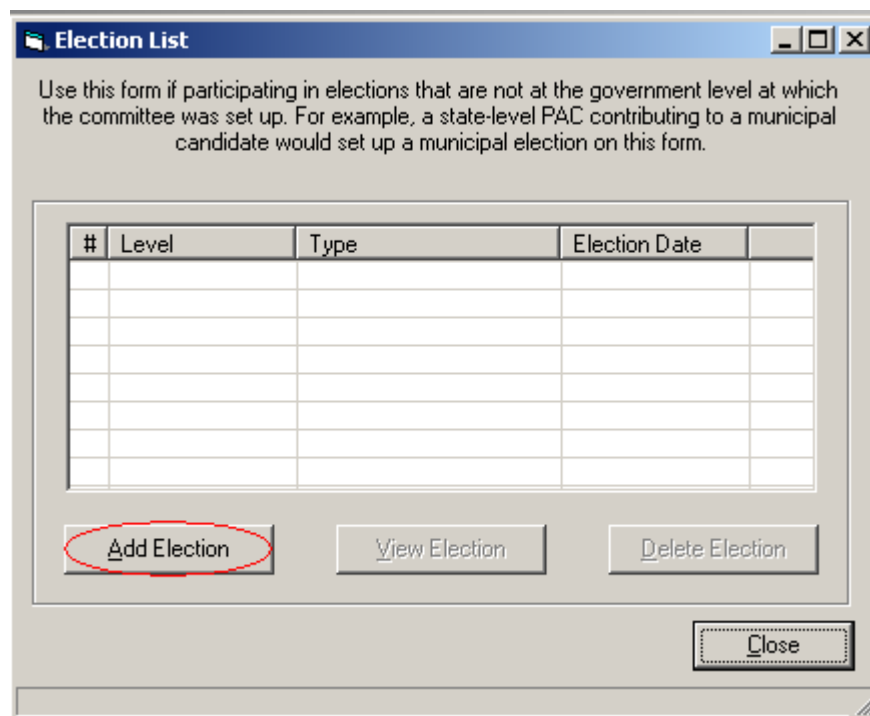
Adding an Election

Note: In order for the Election Sum to Dates to calculate correctly the Committee Date Organized is required. (Refer to pg.20 in the Setting up a Committee section)

1. Click → Reporting → Election Setup

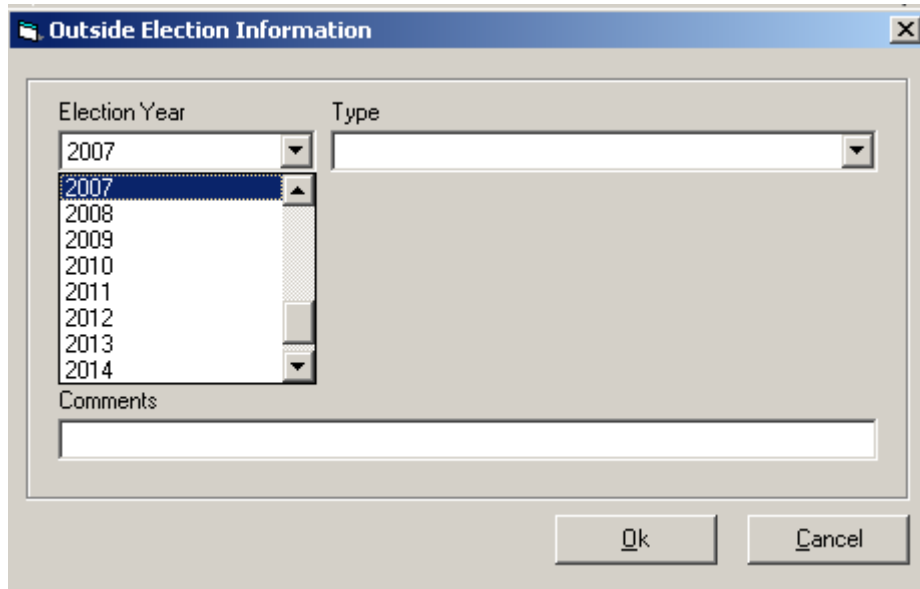


2. Click → Add Election



Adding Elections – cont.

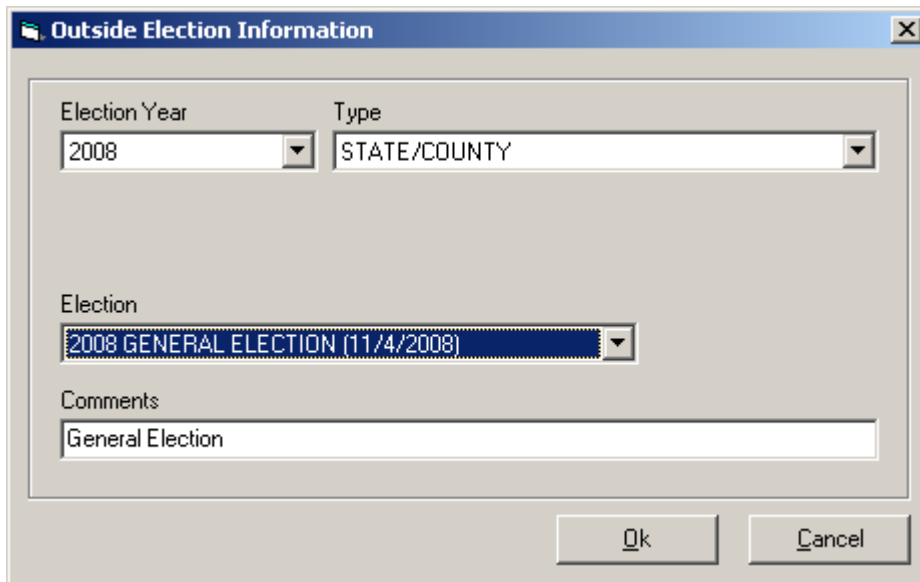
3. In the Election year dropdown select the **year** of the election the office was last up for election (example 2004 would be selected if President is the office sought)



The screenshot shows a dialog box titled "Outside Election Information". It contains two dropdown menus: "Election Year" and "Type". The "Election Year" dropdown is open, displaying a list of years from 2007 to 2014. The "Type" dropdown is currently empty. Below these is a text field for "Comments". At the bottom right are "Ok" and "Cancel" buttons.

4. Then Select the **Type** of Election
5. Next Select the **Election**

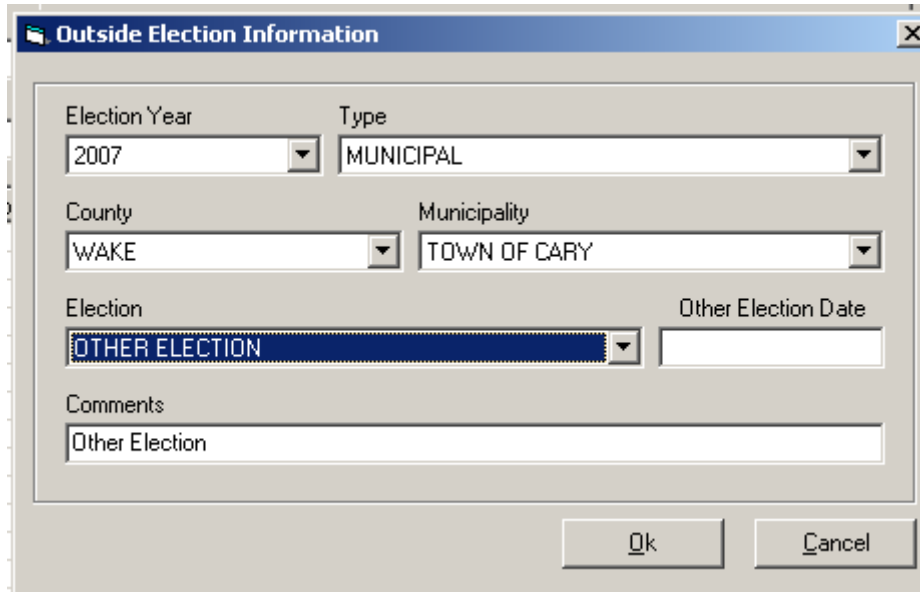
A similar screen will appear as below



The screenshot shows the same "Outside Election Information" dialog box. The "Election Year" dropdown is now set to 2008. The "Type" dropdown is set to "STATE/COUNTY". A new "Election" dropdown has appeared below the "Type" dropdown, and it is set to "2008 GENERAL ELECTION (11/4/2008)". The "Comments" text field now contains the text "General Election". The "Ok" and "Cancel" buttons remain at the bottom right.

Adding Elections – cont.

6. If you want to enter a **Municipal election** fill in the following information
7. Enter the **Other Election Date**
8. Click > **OK**



Outside Election Information

Election Year: 2007 Type: MUNICIPAL

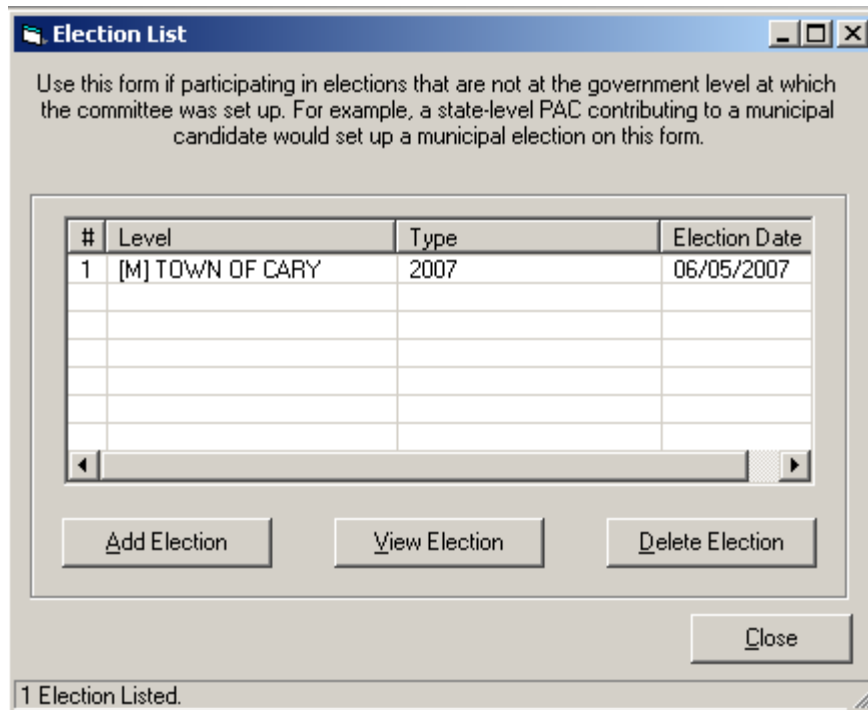
County: WAKE Municipality: TOWN OF CARY

Election: OTHER ELECTION Other Election Date:

Comments: Other Election

OK Cancel

9. The following window will appear and **display all of the elections** you have entered for your Committee
10. You are able to **Add**, **View** and **Delete** the elections from this window



Election List

Use this form if participating in elections that are not at the government level at which the committee was set up. For example, a state-level PAC contributing to a municipal candidate would set up a municipal election on this form.

#	Level	Type	Election Date
1	[M] TOWN OF CARY	2007	06/05/2007

Add Election View Election Delete Election

Close

1 Election Listed.

RECEIPTS

1. To enter a receipt (contribution) for your committee click on **Detail Information → Receipts** from the drop down list.

2. Then click **Add New**.

- 37 -

Adding Receipts – cont.

- Click on the drop **down arrow** and select the receipt type that you would like to enter. *

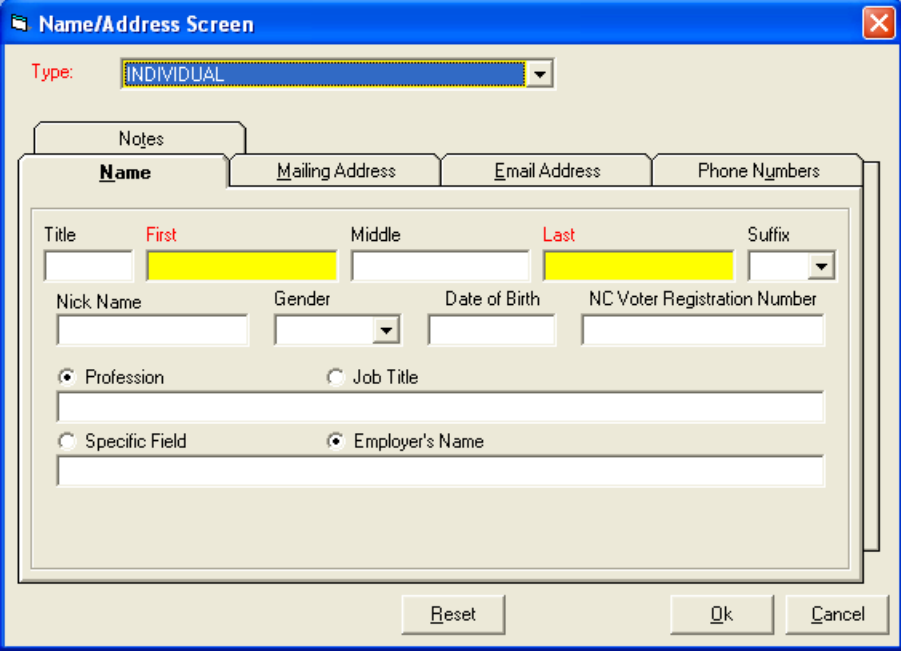
The screenshot shows a 'Receipt Information' dialog box. At the top, the 'Receipt Type' dropdown menu is open, showing 'General Contribution'. To the right of this is a 'Note(s)' button. Below these are two large text areas: 'Name/Address' on the left and 'Summary Information' on the right. Under 'Name/Address' are two buttons: 'Add Contributor ...' and 'Find Contributor ...'. Below these are three fields: 'Form of Payment' (a dropdown menu), 'Amount' (a text box), and 'Date' (a text box). Below these is an 'Account' dropdown menu showing '1 [Checking () FROM BB & T Brar]'. At the bottom of the dialog are five buttons: 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

* The receipts below are receipt types that must be linked to other items in the software (i.e. a debt payment receipt must be linked to a debt). Please see the section of this Quick Start User Guide that refers to the special types of receipts.

Type	Guide Page
Debt Payment	49
Forgiven Loan	57
Refund/Reimbursement	62

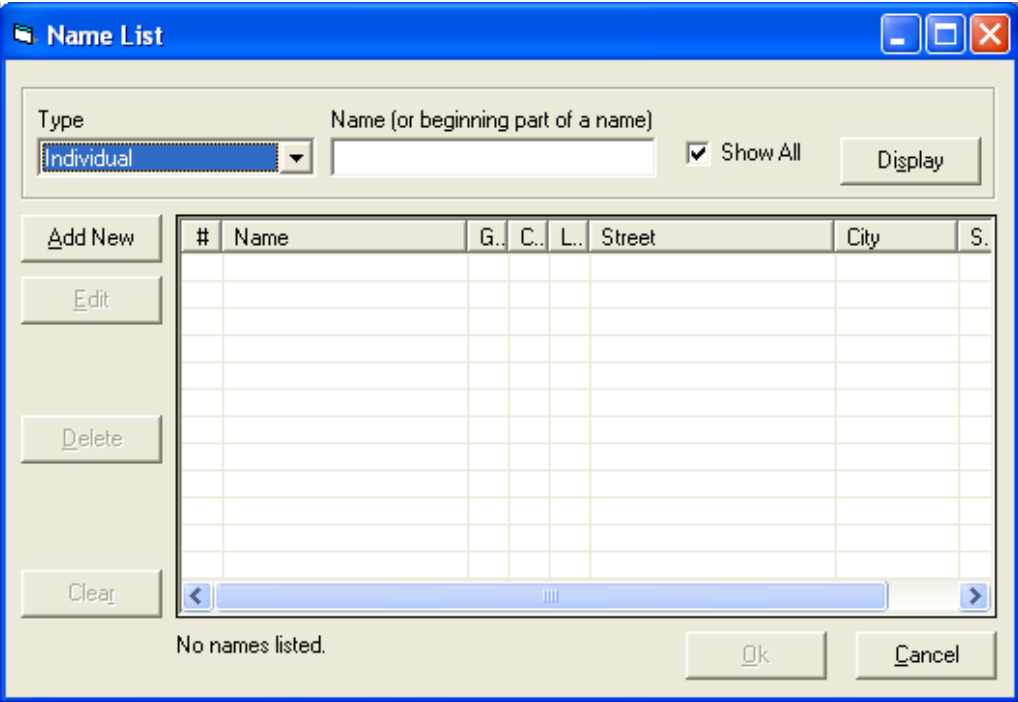
Adding Receipts – cont.

4. Click **Add Contributor** (see screen shot page 38) for a new contributor and you will see the following screen. For each tab (**Name**, **Mailing Address**, **Email Address**, **Phone Numbers**, **Notes**) enter any required information and any additional information you have and click **OK**.



The "Name/Address Screen" is a software window with a blue title bar and a close button. It features a "Type:" dropdown menu set to "INDIVIDUAL". Below this are four tabs: "Notes", "Name", "Mailing Address", "Email Address", and "Phone Numbers". The "Name" tab is active, showing fields for Title, First (highlighted in yellow), Middle, Last (highlighted in yellow), and Suffix. Below these are fields for Nick Name, Gender (a dropdown), Date of Birth, and NC Voter Registration Number. There are also radio buttons for "Profession" and "Job Title", and "Specific Field" and "Employer's Name". At the bottom are "Reset", "Ok", and "Cancel" buttons.

Click **Find Contributor** (see screen shot page 38) to pull up an existing contributor.

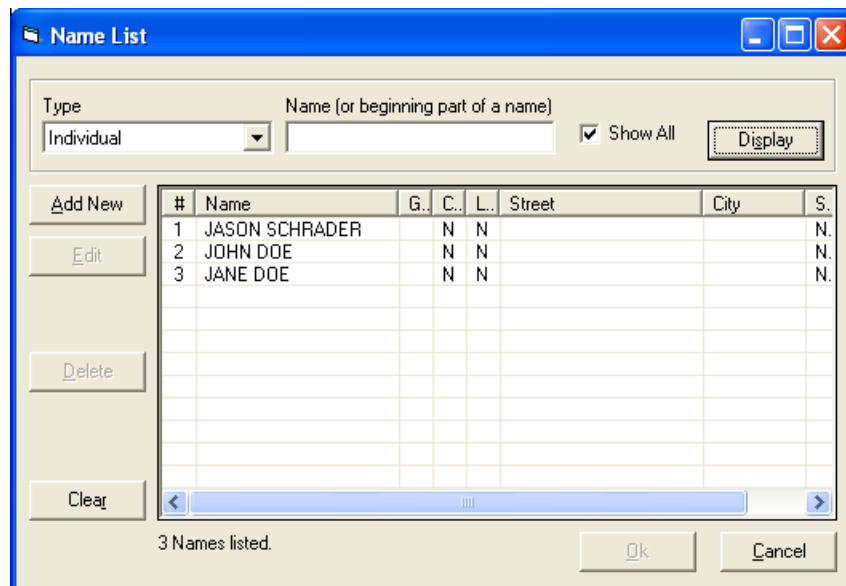


The "Name List" window has a blue title bar with minimize, maximize, and close buttons. It includes a "Type" dropdown set to "Individual", a search field for "Name (or beginning part of a name)", a "Show All" checkbox, and a "Display" button. On the left side, there are buttons for "Add New", "Edit", "Delete", and "Clear". The main area is a table with columns: #, Name, G., C., L., Street, City, and S. The table is currently empty. At the bottom, it says "No names listed." and has "Ok" and "Cancel" buttons.

#	Name	G.	C.	L.	Street	City	S.

Adding Receipts – cont.

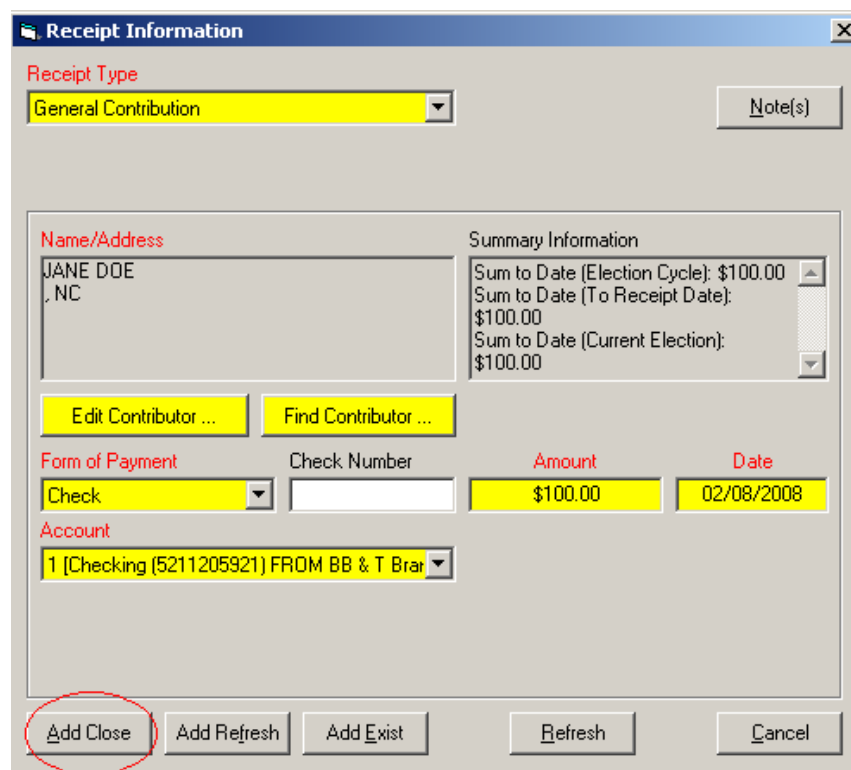
In the name field you can enter the person's last name to narrow down the list. Click **Display** to show the list. Select the contributor that you want to use and click **Ok**.



The Name List dialog box is shown. It has a title bar with standard window controls. Below the title bar, there is a 'Type' dropdown menu set to 'Individual' and a text field for 'Name (or beginning part of a name)'. To the right of the text field is a checked 'Show All' checkbox and a 'Display' button. Below these are four buttons: 'Add New', 'Edit', 'Delete', and 'Clear'. The main area is a table with columns: '#', 'Name', 'G.', 'C.', 'L.', 'Street', 'City', and 'S.'. The table contains three rows of data: 1 JASON SCHRADER, 2 JOHN DOE, and 3 JANE DOE. Below the table is a status bar that says '3 Names listed.' and two buttons: 'Ok' and 'Cancel'.

#	Name	G.	C.	L.	Street	City	S.
1	JASON SCHRADER		N	N			N.
2	JOHN DOE		N	N			N.
3	JANE DOE		N	N			N.

5. Once the contributor information is entered, you will need to enter any other required information for the receipt type you selected. Click **Add Close** to add the new receipt and close the window if there are no more contributions to report.



The Receipt Information dialog box is shown. It has a title bar with standard window controls. Below the title bar, there is a 'Receipt Type' dropdown menu set to 'General Contribution' and a 'Note(s)' button. Below these are two buttons: 'Edit Contributor ...' and 'Find Contributor ...'. The main area is divided into two sections: 'Name/Address' and 'Summary Information'. The 'Name/Address' section contains a text field with 'JANE DOE, NC'. The 'Summary Information' section contains three text fields: 'Sum to Date (Election Cycle): \$100.00', 'Sum to Date (To Receipt Date): \$100.00', and 'Sum to Date (Current Election): \$100.00'. Below these are four buttons: 'Form of Payment' (set to 'Check'), 'Check Number' (empty), 'Amount' (set to '\$100.00'), and 'Date' (set to '02/08/2008'). Below these are two buttons: 'Account' (set to '1 [Checking (5211205921) FROM BB & T Brar]') and 'Add Close' (circled in red). Below the 'Add Close' button are three buttons: 'Add Refresh', 'Add Exist', and 'Refresh'. At the bottom right are two buttons: 'Refresh' and 'Cancel'.

Form of Payment	Check Number	Amount	Date
Check		\$100.00	02/08/2008

Adding Receipts – cont.

When you are entering multiple receipts click **Add Refresh**. When you have entered in all of your receipts, click **Cancel**.

Receipt Information

Receipt Type
General Contribution

Note(s)

Name/Address
JANE DOE
, NC

Summary Information
Sum to Date (Election Cycle): \$.00
Sum to Date (To Receipt Date): \$.00
Sum to Date (Current Election): \$.00

Edit Contributor ... Find Contributor ...

Form of Payment

Amount

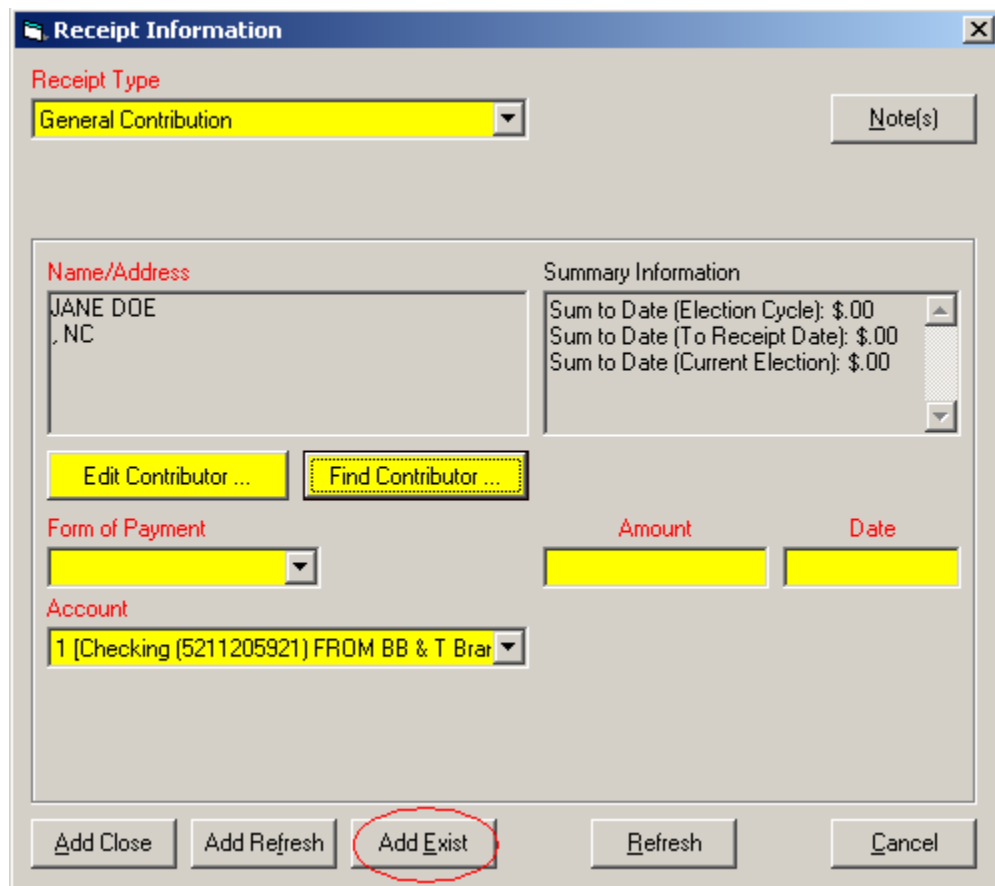
Date

Account
1 [Checking (5211205921) FROM BB & T Bran]

Add Close Add Refresh Add Exist Refresh Cancel

When you are entering multiple receipts for the same contributor click **Add Exist**. When you have entered in all of your receipts, click **Cancel**.

Adding Receipts – cont.



The image shows a 'Receipt Information' dialog box with the following fields and controls:

- Receipt Type:** A dropdown menu set to 'General Contribution'.
- Note(s):** A text area for additional notes.
- Name/Address:** A text field containing 'JANE DOE, NC'.
- Summary Information:** A text area showing 'Sum to Date (Election Cycle): \$.00', 'Sum to Date (To Receipt Date): \$.00', and 'Sum to Date (Current Election): \$.00'.
- Edit Contributor ...** and **Find Contributor ...** buttons.
- Form of Payment:** A dropdown menu.
- Amount** and **Date:** Text fields for entering the payment details.
- Account:** A dropdown menu set to '1 [Checking (5211205921) FROM BB & T Brar'.
- Buttons at the bottom:** 'Add Close', 'Add Refresh', 'Add Exist' (circled in red), 'Refresh', and 'Cancel'.

7. Your receipts will now show up in the list.
When you are finished entering in your receipts, click **Close**.

EXPENDITURES

Adding Expenditures

1. Click **Detail Information**→ **Expenditures**

The screenshot shows the 'Campaign Finance Remote Filing Software [NC]' window. The 'Detail Information' menu is open, and 'Expenditures' is selected. The 'Org Name' field contains 'COMMITTEE TO RE-ELECT JUDGE MCCULLOUGH'. Below the menu, a table lists reports with columns: #, Report, Level, Start Date, End Date, Due Date, and Fi.

#	Report	Level	Start Date	End Date	Due Date	Fi
1	2008 First Quarter Plus	State	01/01/2008	04/19/2008	04/29/2008	
2	2008 Voter-Owned Election Qua...	State	09/01/2007	02/15/2008		
3	2007 Judicial Qualifying Contribu...	State	09/01/2007	02/07/2008	02/28/2008	
4	2007 Year End Semi-Annual	State	07/01/2007	12/31/2007	01/25/2008	
5	2007 Mid Year Semi-Annual	State	01/27/2007	06/30/2007	07/27/2007	S

2. Click **Add New**.

The screenshot shows the 'EXPENDITURES LIST for COMMITTEE TO RE-ELECT JUDGE MCCULLOUGH' window. The 'Type' dropdown is set to 'All Types'. The 'From Date' and 'To Date' fields are empty. The 'Display' button is visible. Below the filters is a table with columns: #, Name, Name Type, Type, Date, and Amount. At the bottom, the 'Add New' button is circled in red.

#	Name	Name Type	Type	Date	Amount

Adding Expenditures – cont.

- Click on the **down arrow** and select the expenditure type that you would like to enter. *

Expenditure Information

Expenditure Type
Contribution to Candidate or Political Committee

Note(s)

Name/Address

Summary Information

Add Payee ... Find Payee ...

Form of Payment

Amount

Date

Account

1 [Checking (5211205921) FROM BB & T Brar]

Purpose Type

☐ Media

☒ Printing

☐ Fundraising

Purpose

Add Close Add Refresh Add Exist Refresh Cancel

**

* The expenditures below are expenditure types that must be linked to other items in the software (i.e. debt payment expenditure must be linked to a debt). Please see the section of this Quick Start User Guide that refers to the special types of expenditures.

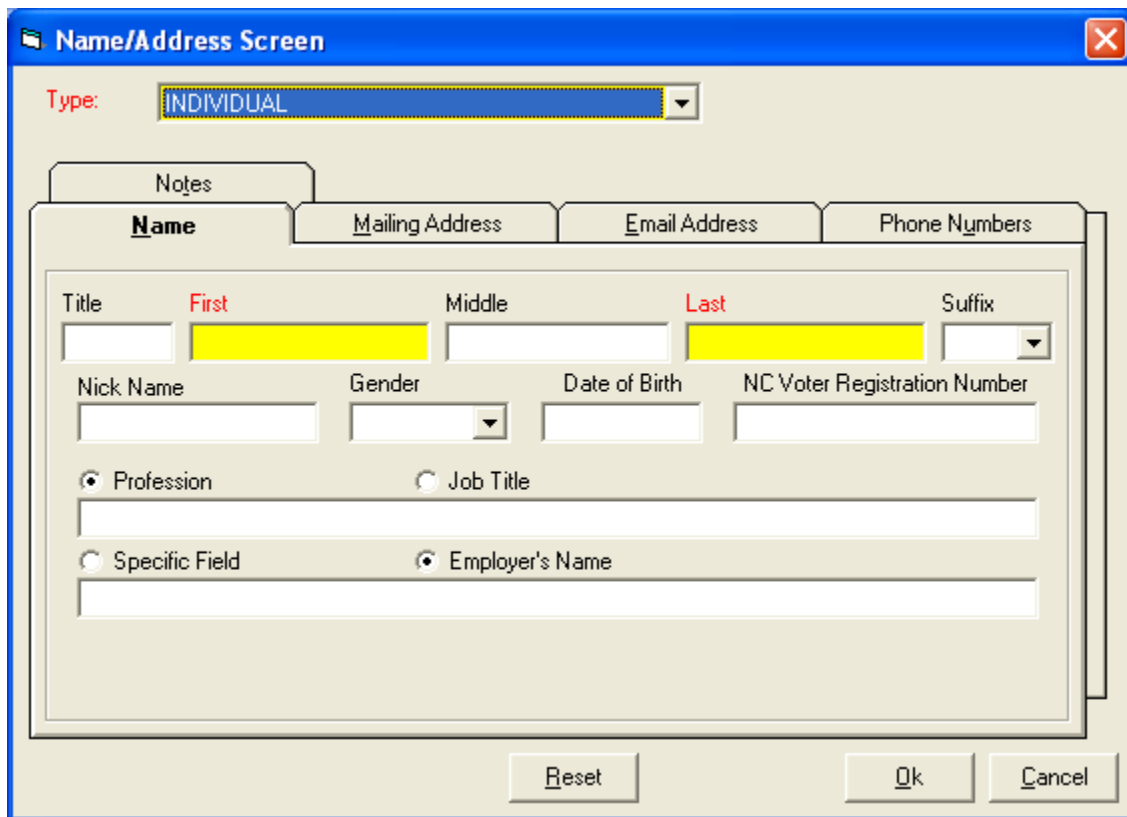
Type	Guide Page
Debt Payment	49
Loan Repayment	59
Refund/Reimbursement from the Committee	64
Coordinated Party Expenditure	66

**As of 2007 the following Expenditures will have a Purpose Type associated with them (older expenditures will still have the single purpose field)

<ul style="list-style-type: none"> Contribution to Candidate or Political Committee Coordinated Party Expense Debt Payment Operating Expense 	Media, Printing, Fundraising, To Another Candidate, Salaries, Equipment, Political Party, Penalties, Holding Public Office Expense, Postage, Office Expenses, Other
<ul style="list-style-type: none"> Refund/Reimbursement from the committee 	Returned to Contributor, Overpayment of Service, Exceeded contribution Limit, Other

Adding Expenditures – cont.

For each tab (**Name, Mailing Address, Email Address, Phone Numbers, Notes**) enter any required information and any additional information you have and click **OK**.



The image shows a software window titled "Name/Address Screen". At the top, there is a "Type:" dropdown menu with "INDIVIDUAL" selected. Below this are four tabs: "Notes", "Name", "Mailing Address", "Email Address", and "Phone Numbers". The "Name" tab is currently active. It contains several input fields: "Title", "First" (highlighted in yellow), "Middle", "Last" (highlighted in yellow), and "Suffix" (a dropdown menu). Below these are "Nick Name", "Gender" (a dropdown menu), "Date of Birth", and "NC Voter Registration Number". There are two rows of radio buttons: the first row has "Profession" (selected) and "Job Title"; the second row has "Specific Field" and "Employer's Name". Each radio button is followed by a text input field. At the bottom of the window are three buttons: "Reset", "Ok", and "Cancel".

5. Once the payee information is entered, you will need to enter any other required information for the expenditure type you selected.

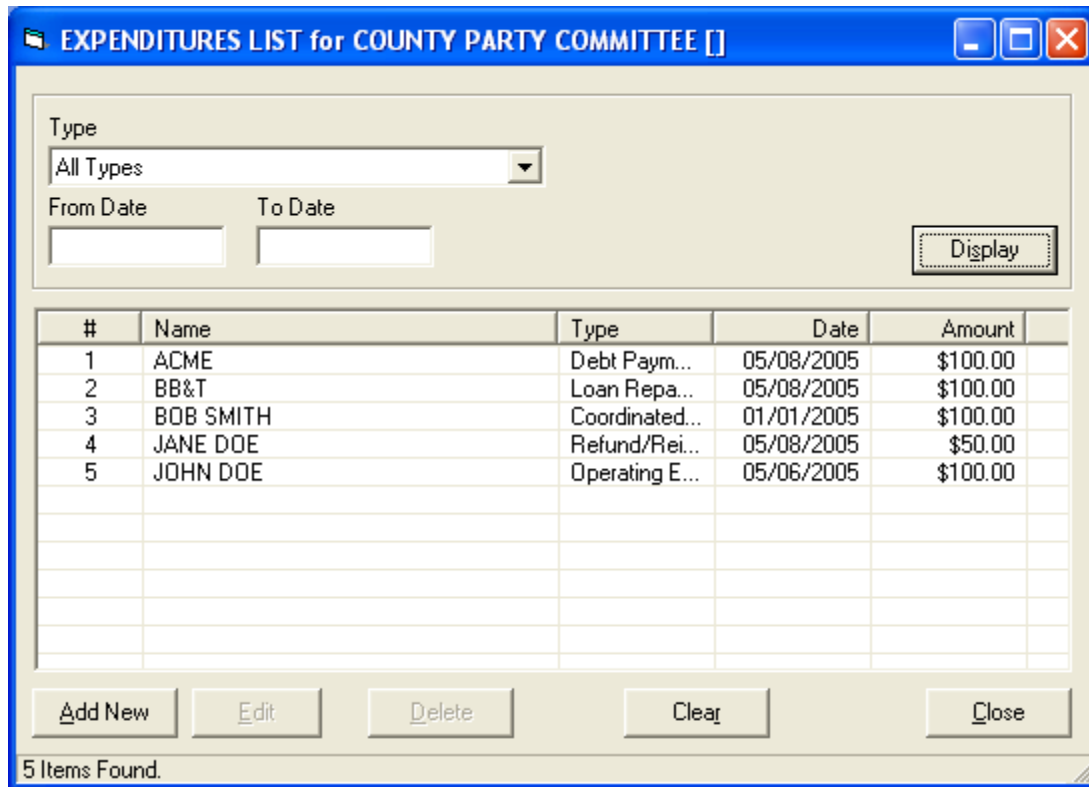
Click **Add Close** to add the new expenditure and close the window if there are no more expenditures to report.

When you are entering multiple expenditures click **Add Refresh**.
When you have entered in all of your expenditures, click **Cancel**.

When you are entering multiple expenditures for the same payee click **Add Exist**. When you have entered in all of your expenditures, click **Cancel**.

Adding Expenditures – cont.

6. Your expenditures will now show up in the list.
When you are finished entering in your expenditures, click **Close**.



EXPENDITURES LIST for COUNTY PARTY COMMITTEE []

Type
All Types

From Date To Date

Display

#	Name	Type	Date	Amount
1	ACME	Debt Paym...	05/08/2005	\$100.00
2	BB&T	Loan Repa...	05/08/2005	\$100.00
3	BOB SMITH	Coordinated...	01/01/2005	\$100.00
4	JANE DOE	Refund/Rei...	05/08/2005	\$50.00
5	JOHN DOE	Operating E...	05/06/2005	\$100.00

Add New Edit Delete Clear Close

5 Items Found.

DEBTS

Adding Debts

1. Click **Detail Information> Debts & Obligations**

The screenshot shows the 'Campaign Finance Remote Filing Software [NC]' window. The 'Detail Information' tab is selected, and a dropdown menu is open under the 'Org Name' field. The menu options are: Receipts (Ctrl+R), Expenditures (Ctrl+E), Debts & Obligations (Ctrl+D), Goods & Services (Ctrl+G), and Account Transfers (Ctrl+T). The 'Org Name' field contains 'COUNTY PART'. Below this is an 'ID Number' field. To the right is a date range selector showing '01/01/2005' to '06/30/2005'. The main table has columns: #, Year, Report, Level, Start Date, and End Date. The first row shows: 1, 2005, Mid Year Semi-Annual, State, 01/01/2005, 06/30/2005. The status bar at the bottom says 'No Committee Selected.'

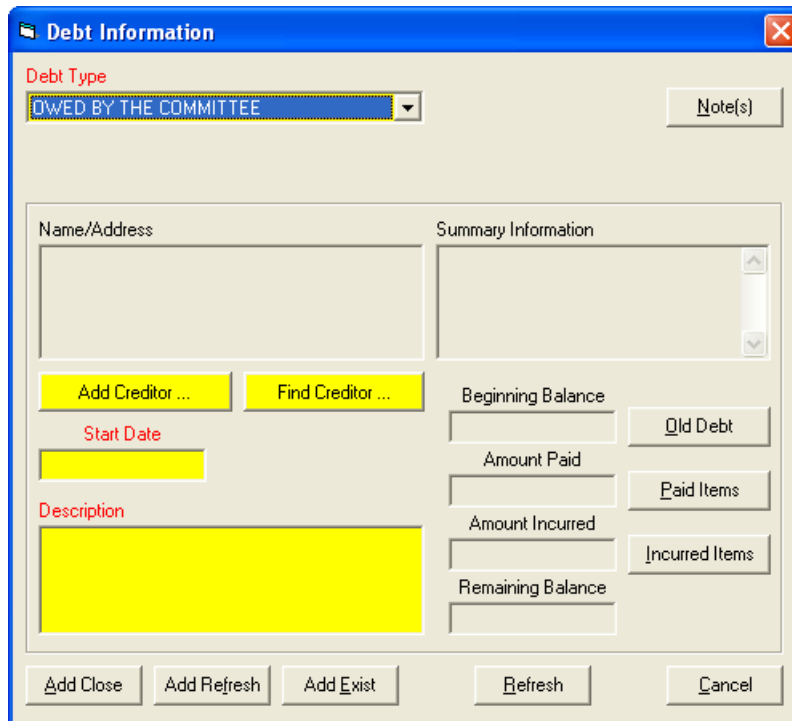
#	Year	Report	Level	Start Date	End Date
1	2005	Mid Year Semi-Annual	State	01/01/2005	06/30/2005

- 2. Click **Add New**.**

The screenshot shows a software window titled "DEBTS LIST for COUNTY PARTY COMMITTEE []". The window has a blue title bar with standard Windows icons (minimize, maximize, close) on the right. Below the title bar is a light beige panel containing a "Type" label, a dropdown menu currently showing "All Types", two date input fields labeled "From Date" and "To Date", and a "Display" button. Below this panel is a table with six columns: "#", "Name", "Type", "Date", "End Balance", and an unlabeled column. The table body contains several empty rows. At the bottom of the window is another light beige panel with five buttons: "Add New", "Edit", "Delete", "Clear", and "Close". The "Add New" button is circled in red.

Adding Debts – cont.

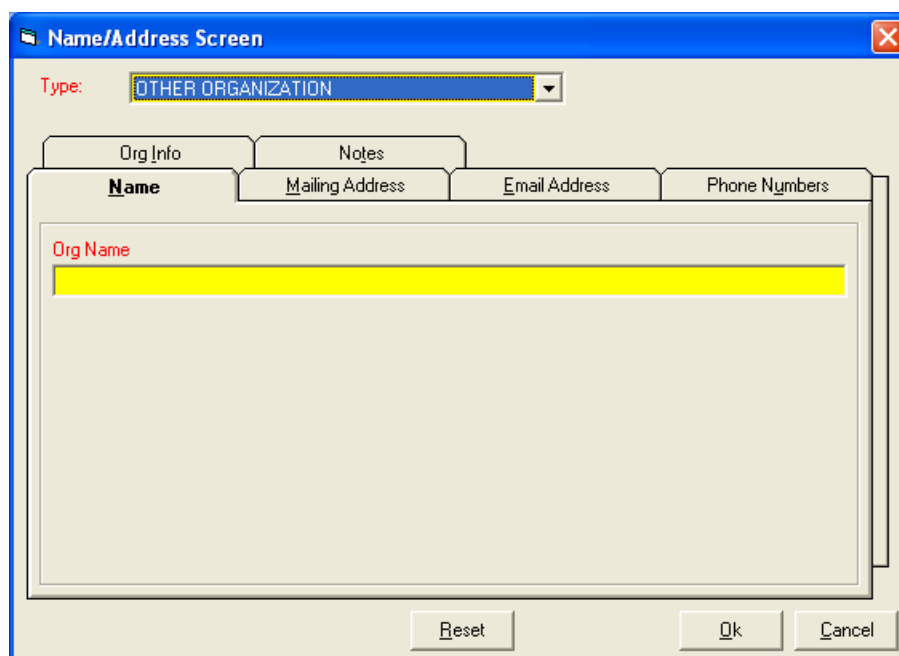
3. Click on the **down arrow** and select the debt type that you would like to enter.



The 'Debt Information' dialog box has a blue title bar with a close button. It contains a 'Debt Type' dropdown menu with 'OWED BY THE COMMITTEE' selected. To the right is a 'Note(s)' button. Below these are two large text areas: 'Name/Address' and 'Summary Information'. Under 'Name/Address' are buttons for 'Add Creditor ...' and 'Find Creditor ...', followed by a 'Start Date' label and a text field. Below that is a 'Description' label and a large text area. To the right of these are five input fields: 'Beginning Balance', 'Amount Paid', 'Amount Incurred', and 'Remaining Balance', each with a corresponding button: 'Old Debt', 'Paid Items', 'Incurred Items', and an unlabeled button. At the bottom are buttons for 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

4. Click **Add Creditor** and you will see the following screen.

For each tab (**Name, Mailing Address, Email Address, Phone Numbers, Org Info, Notes**) enter any required information and any additional information you have and click **OK**.



The 'Name/Address Screen' dialog box has a blue title bar with a close button. It features a 'Type:' dropdown menu with 'OTHER ORGANIZATION' selected. Below this are four tabs: 'Org Info', 'Notes', 'Name', and 'Mailing Address'. The 'Name' tab is active, showing a large text area for 'Org Name'. To the right of the tabs are three more tabs: 'Email Address' and 'Phone Numbers'. At the bottom are buttons for 'Reset', 'Ok', and 'Cancel'.

5. Once the Creditor information is entered, you will need to enter any other required information for the Debt type you selected.

When you are entering multiple Debts click **Add Refresh**. When you have entered in all of your debts, click **Cancel**.

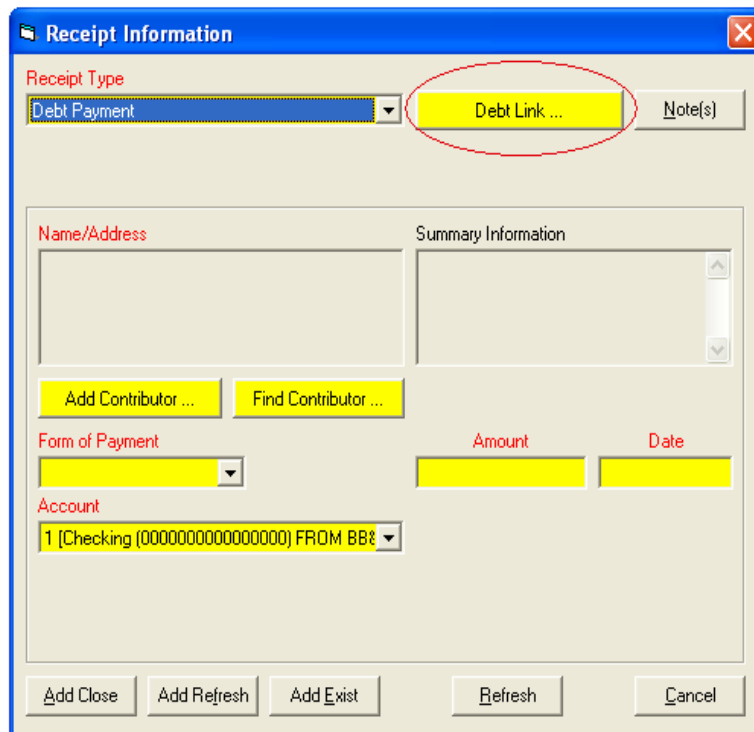
6. Your Debts will now show up in the list.
When you are finished entering in your Debts, click **Close**.

2 Items Found.

Linking a Debt to a Receipt

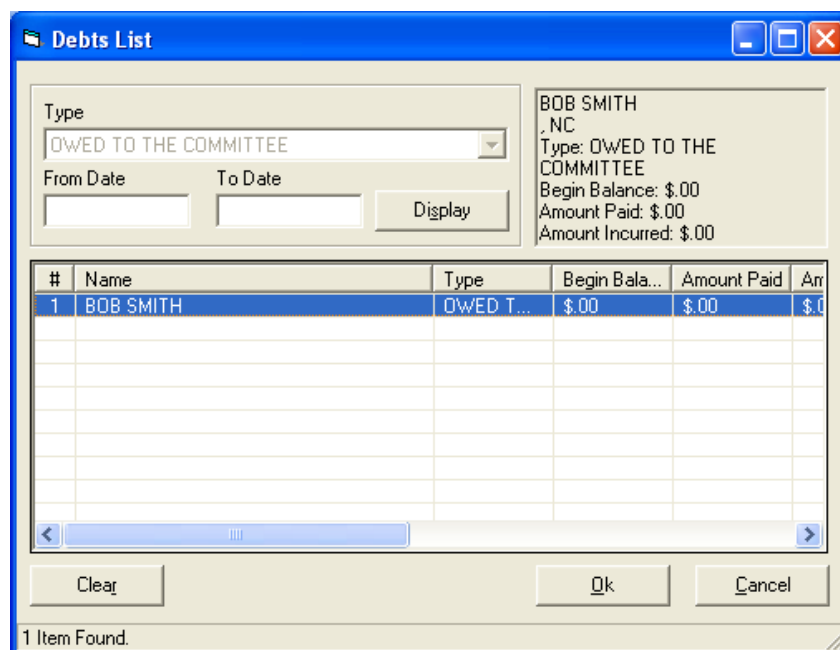
This is used to show a debt payment to the committee as a receipt. You must link this receipt to a debt.

1. From the receipt entry screen click **Debt Link**.



The 'Receipt Information' dialog box is shown. The 'Receipt Type' dropdown is set to 'Debt Payment'. The 'Debt Link ...' button is highlighted with a red circle. Below this, there are fields for 'Name/Address' and 'Summary Information'. Further down, there are buttons for 'Add Contributor ...' and 'Find Contributor ...'. Below these are fields for 'Form of Payment', 'Amount', and 'Date'. At the bottom, there is an 'Account' dropdown set to '1 [Checking (0000000000000000) FROM BB]'. At the very bottom are buttons for 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

1. Click **Display** to display the list of debts. If there is no Debt listed refer to page 50 of this user guide to set up the Debt. Select the debt to link and click **Ok**.



The 'Debts List' dialog box is shown. It has a 'Type' dropdown set to 'OWED TO THE COMMITTEE'. There are 'From Date' and 'To Date' fields, and a 'Display' button. To the right, there is a text area showing details for 'BOB SMITH, NC': 'Type: OWED TO THE COMMITTEE', 'Begin Balance: \$.00', 'Amount Paid: \$.00', and 'Amount Incurred: \$.00'. Below this is a table with columns: '#', 'Name', 'Type', 'Begin Bala...', 'Amount Paid', and 'Arr'. The table contains one row: '1', 'BOB SMITH', 'OWED T...', '\$.00', '\$.00', '\$.00'. At the bottom are 'Clear', 'Ok', and 'Cancel' buttons. A status bar at the bottom says '1 Item Found.'.

#	Name	Type	Begin Bala...	Amount Paid	Arr
1	BOB SMITH	OWED T...	\$.00	\$.00	\$.00

Linking a Debt to a Receipt – cont.

3. The selected debt will now appear on the receipt form in the **Summary Information** box. Enter any other required information for the receipt.

The screenshot shows a software window titled "Receipt Information". At the top, there is a "Receipt Type" dropdown menu set to "Debt Payment", a "Debt Link ..." button, and a "Note(s)" field. Below this, the window is divided into two main sections. The left section, labeled "Name/Address", contains a text box with "BOB SMITH, NC" and buttons for "Edit Contributor ..." and "Find Contributor ...". The right section, labeled "Summary Information", contains a "Debtor/Creditor:" dropdown set to "BOB SMITH" and two lines of text: "Sum to Date (Election Cycle): \$.00" and "Sum to Date (To Receipt Date): \$.00". Below these sections are three fields: "Form of Payment" (a dropdown menu), "Amount" (a text box), and "Date" (a text box). Underneath these is an "Account" dropdown menu set to "1 [Checking (0000000000000000) FROM BB&". At the bottom of the window are five buttons: "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel".

Click **Add Close** to add the new Receipt and close the window if there are no more receipts to report for the linked debt.

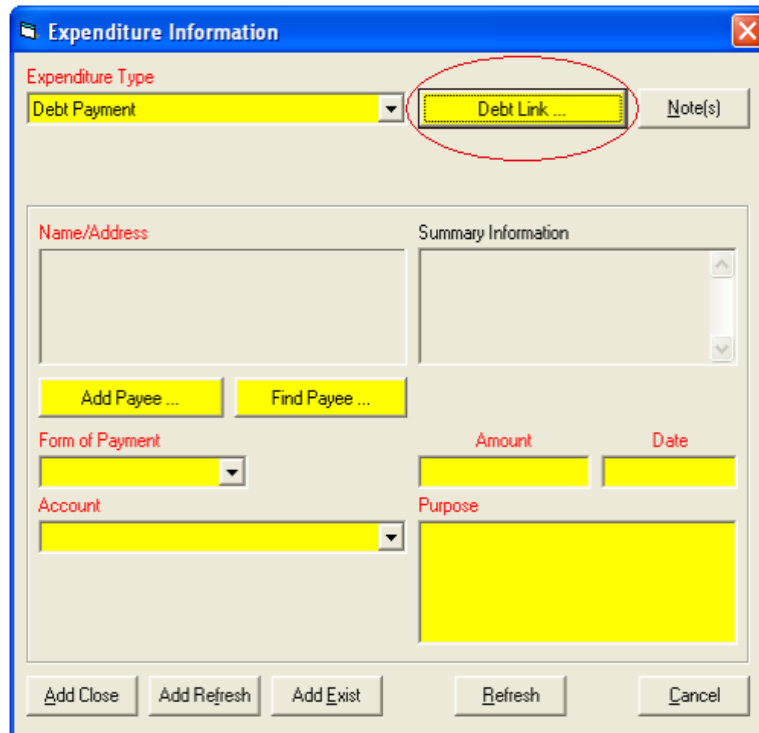
When you are entering multiple receipts click **Add Refresh**. When you have entered in all of your receipts for the linked debt, click **Cancel**.

When you are entering multiple receipts for the same contributor click **Add Exist**. When you have entered in all of your receipts for the linked debt, click **Cancel**.

Linking a Debt to an Expenditure

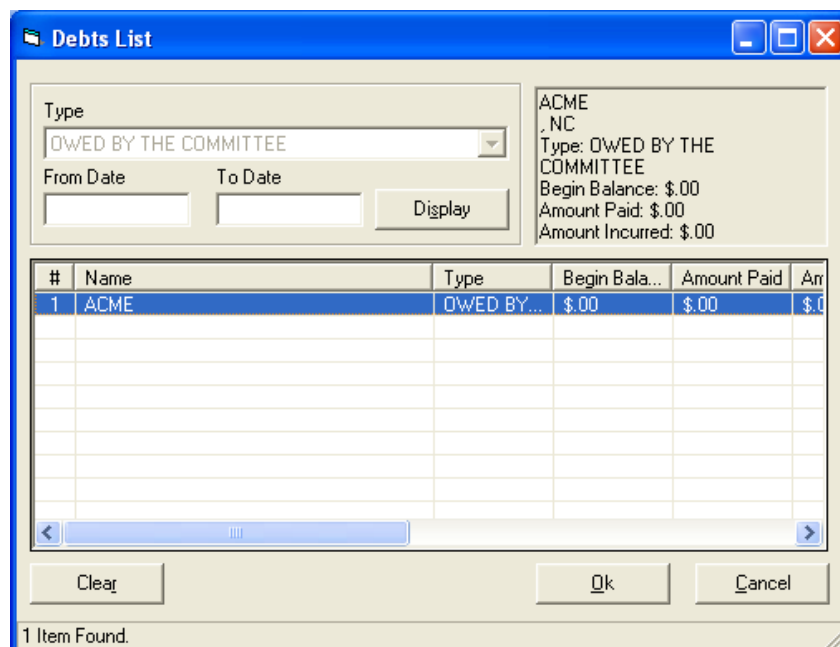
This is used to show a debt payment from the committee as an expenditure. You must link this expenditure to a debt.

1. From the expenditure entry screen click **Debt Link**.



The 'Expenditure Information' dialog box is shown. The 'Expenditure Type' dropdown is set to 'Debt Payment'. The 'Debt Link ...' button is circled in red. Below this, there are fields for 'Name/Address' and 'Summary Information'. Further down, there are buttons for 'Add Payee ...' and 'Find Payee ...'. Below these are fields for 'Form of Payment', 'Amount', 'Date', 'Account', and 'Purpose'. At the bottom, there are buttons for 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

2. Click **Display** to display the list of debts. If there is no Debt listed refer to page 50 of this user guide to set up the debt. Select the Debt to link and click **Ok**.



The 'Debts List' dialog box is shown. It has a 'Type' dropdown set to 'OWED BY THE COMMITTEE'. There are 'From Date' and 'To Date' fields, and a 'Display' button. To the right, there is a summary section for 'ACME, NC' showing 'Type: OWED BY THE COMMITTEE', 'Begin Balance: \$.00', 'Amount Paid: \$.00', and 'Amount Incurred: \$.00'. Below this is a table with columns: '#', 'Name', 'Type', 'Begin Bala...', 'Amount Paid', and 'Am'. The table contains one row: '1', 'ACME', 'OWED BY...', '\$.00', '\$.00', '\$.00'. At the bottom, there are 'Clear', 'Ok', and 'Cancel' buttons. A status bar at the bottom says '1 Item Found.'

#	Name	Type	Begin Bala...	Amount Paid	Am
1	ACME	OWED BY...	\$.00	\$.00	\$.00

Linking a Debt to an Expenditure – cont.

3. The selected debt will now appear on the expenditure form in the **Summary Information** box. Enter any other required information for the expenditure.

The screenshot shows the 'Expenditure Information' window. At the top, 'Expenditure Type' is set to 'Debt Payment'. To its right is a 'Debt Link ...' button and a 'Note(s)' field. Below this, the 'Name/Address' field contains 'ACME, NC'. To its right, the 'Summary Information' section shows 'Debtor/Creditor: ACME', 'Sum to Date (Election Cycle): \$100.00', and 'Sum to Date (To Expenditure Date):'. Below the name field are 'Edit Payee ...' and 'Find Payee ...' buttons. The 'Form of Payment' is set to 'Cash'. To its right, the 'Amount' is '\$100.00' and the 'Date' is '05/08/2005'. Below the form of payment, the 'Account' field shows '1 [Checking (0000000000000000) FROM BB#]'. To its right, the 'Purpose' field contains 'DEBT REPAYMENT'. At the bottom of the window are five buttons: 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

Click **Add Close** to add the new Expenditure and close the window if there are no more expenditures to report for the linked debt.

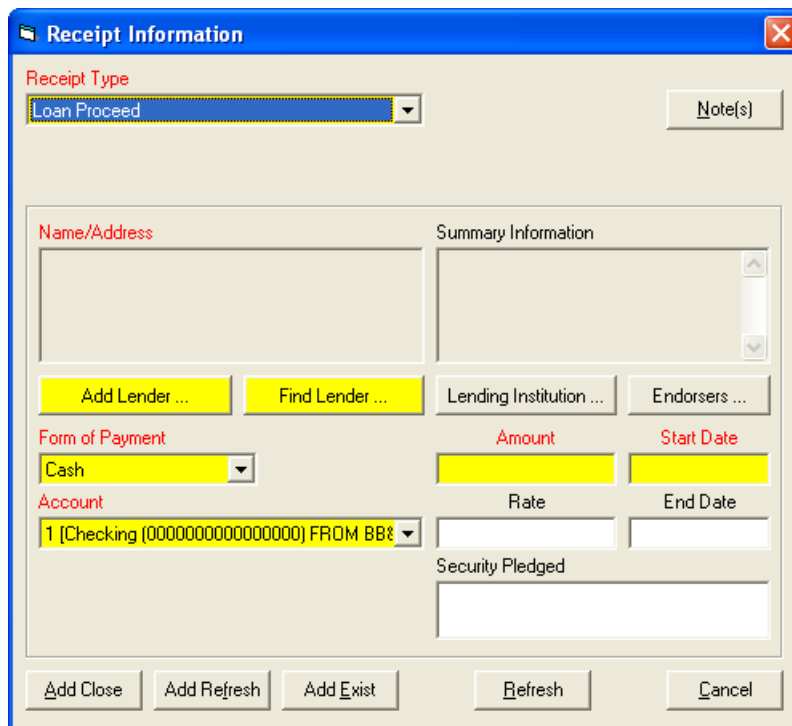
When you are entering multiple expenditures click **Add Refresh**.
When you have entered in all of your expenditures for the linked debt, click **Cancel**.

When you are entering multiple expenditures for the same payee click **Add Exist**. When you have entered in all of your expenditures for the linked debt, click **Cancel**.

LOANS

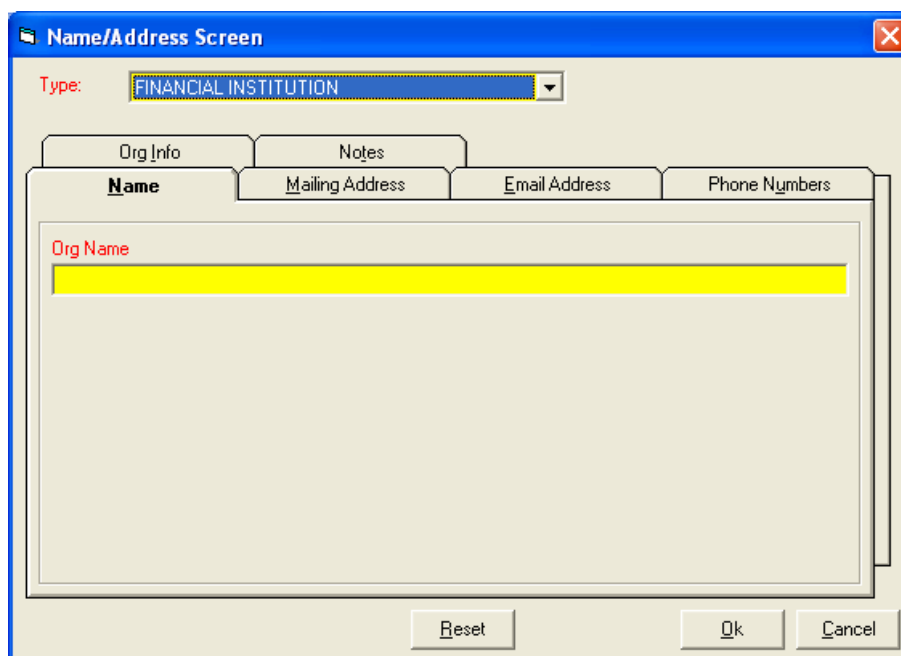
Adding Loans

Candidate Committees may receive loans from individuals and other entities allowed to make contributions. Loans are contributions and are subject to the same limitations as contributions.



The "Receipt Information" dialog box is used for recording loan transactions. It features a "Receipt Type" dropdown menu set to "Loan Proceed" and a "Note(s)" button. Below these are two large text areas for "Name/Address" and "Summary Information". A row of buttons includes "Add Lender ...", "Find Lender ...", "Lending Institution ...", and "Endorsers ...". The "Form of Payment" is set to "Cash". The "Account" dropdown shows "1 [Checking (0000000000000000) FROM BB&". To the right, there are input fields for "Amount", "Start Date", "Rate", and "End Date". A "Security Pledged" text area is at the bottom right. At the very bottom are buttons for "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel".

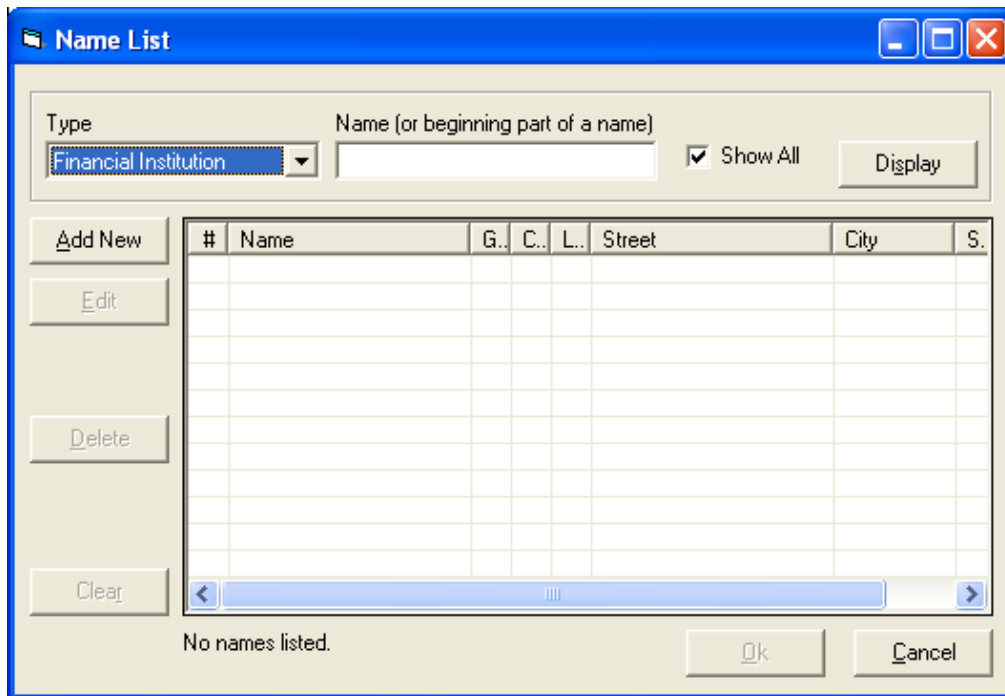
1. Click **Add Lender** (see above) for a new lender and you will see the following screen. For each tab (**Name**, **Mailing Address**, **Email Address**, **Phone Numbers**, **Org Info**, **Notes**) enter any required information and any additional information you have and click **OK**.



The "Name/Address Screen" dialog box is used for entering lender details. It has a "Type:" dropdown menu set to "FINANCIAL INSTITUTION". Below this are several tabs: "Org Info", "Notes", "Name", "Mailing Address", "Email Address", and "Phone Numbers". The "Name" tab is currently selected, showing a large text area for "Org Name". At the bottom are buttons for "Reset", "Ok", and "Cancel".

Adding Loans – cont.

Click **Find Lender** (see page 58) to pull up an existing lender.

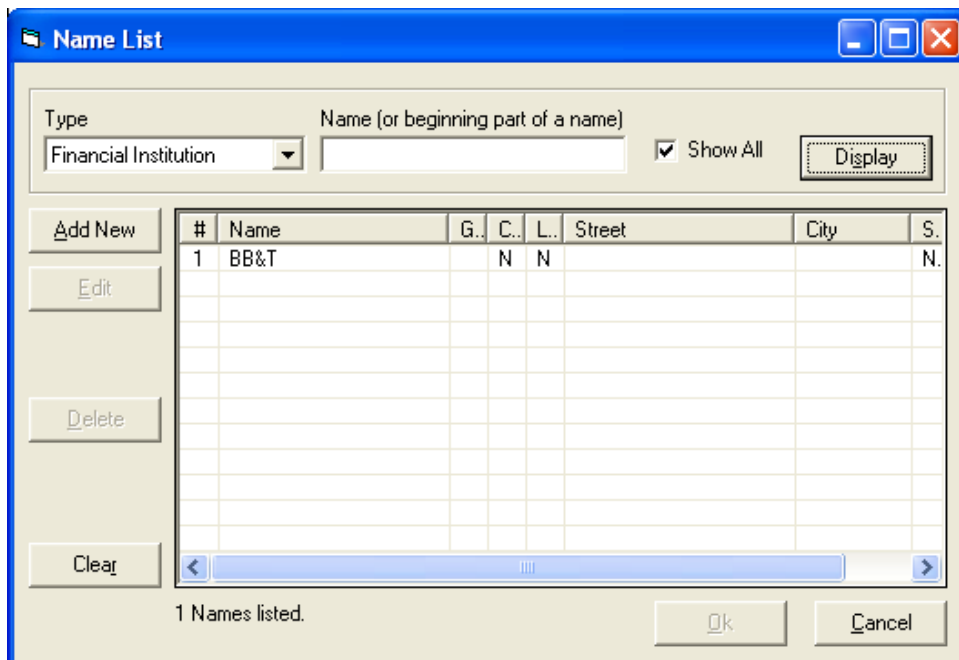


The "Name List" dialog box is shown with the "Type" dropdown set to "Financial Institution". The "Name (or beginning part of a name)" field is empty. The "Show All" checkbox is checked. The "Display" button is highlighted. The table below is empty.

#	Name	G..	C..	L..	Street	City	S..
---	------	-----	-----	-----	--------	------	-----

No names listed.

In the name field you can enter the lender's name to narrow down the list. Click **Display** to show the list. Select the lender that you want to use and click **Ok**.



The "Name List" dialog box is shown with the "Type" dropdown set to "Financial Institution". The "Name (or beginning part of a name)" field is empty. The "Show All" checkbox is checked. The "Display" button is highlighted. The table below shows one lender listed.

#	Name	G..	C..	L..	Street	City	S..
1	BB&T		N	N			N.

1 Names listed.

Adding Loans – cont.

- The selected lender will now appear on the receipt. Enter any other required information for the receipt.

Receipt Information

Receipt Type
Loan Proceed

Note(s)

Name/Address
BB&T
, NC

Summary Information
Num Of Endorsers: 0
Sum to Date (Election Cycle): \$.00
Sum to Date (To Receipt Date): \$.00

Edit Lender ... Find Lender ... Lending Institution ... Endorsers ...

Form of Payment
Cash

Amount Start Date

Account
1 [Checking (0000000000000000) FROM BB&T]

Rate End Date

Security Pledged

Add Close Add Refresh Add Exist Refresh Cancel

Click **Add Close** to add the new Receipt and close the window if there are no more receipts to report for the loan.

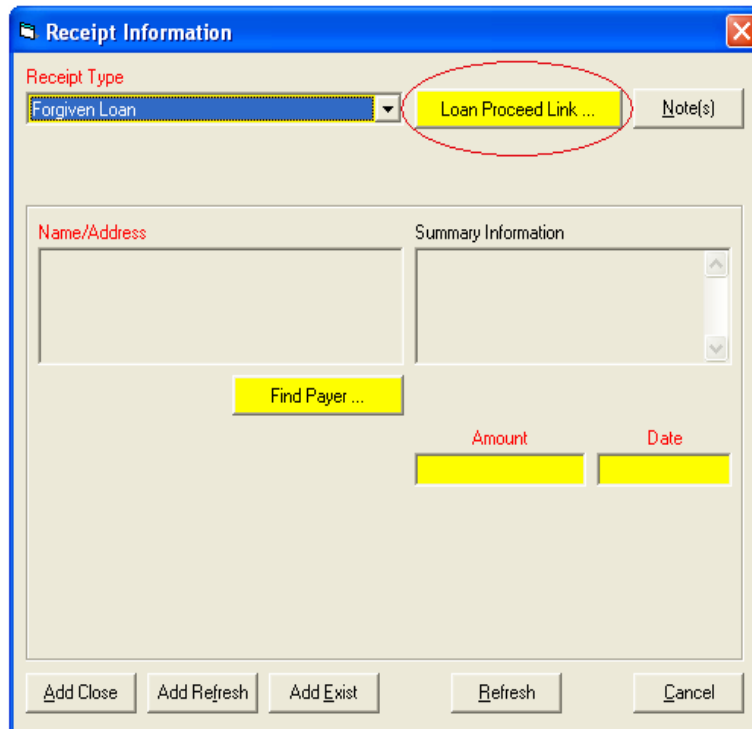
When you are entering multiple receipts click **Add Refresh**. When you have entered in all of your receipts for the loan, click **Cancel**.

When you are entering multiple receipts for the same lender click **Add Exist**. When you have entered in all of your receipts for the loan, click **Cancel**.

Linking a Loan Proceed to a Receipt

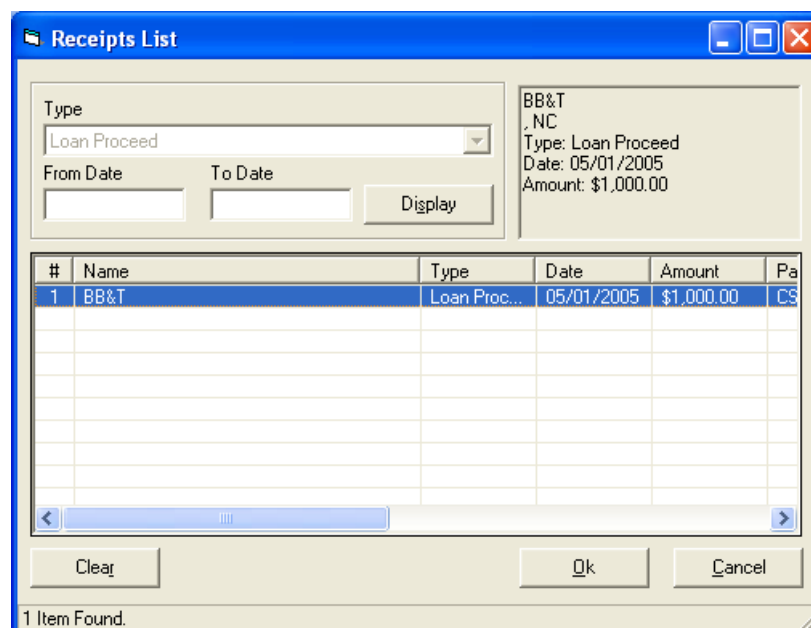
This is used if a committee has an outstanding loan that is owed TO the committee. You must link this receipt to the loan.

1. From the receipt entry screen click **Loan Proceed Link**.



The 'Receipt Information' dialog box is shown. It has a title bar with a close button. Inside, there's a 'Receipt Type' dropdown menu with 'Forgiven Loan' selected. To its right is a yellow button labeled 'Loan Proceed Link ...' which is circled in red. Further right is a 'Note(s)' text area. Below these are two large text areas: 'Name/Address' and 'Summary Information'. A yellow 'Find Payer ...' button is positioned between them. At the bottom right, there are two yellow input fields labeled 'Amount' and 'Date'. At the very bottom are buttons for 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

2. Click **Display** to display the list of loan proceeds. If there is no Loan Proceed listed refer to page 58 of this user guide to set up the Loan Proceed. Select the loan proceed to link and click **Ok**.



The 'Receipts List' dialog box is shown. It has a title bar with standard window controls. On the left, there's a 'Type' dropdown menu with 'Loan Proceed' selected. Below it are 'From Date' and 'To Date' input fields, followed by a 'Display' button. On the right, there's a summary box showing: 'BB&T, NC', 'Type: Loan Proceed', 'Date: 05/01/2005', and 'Amount: \$1,000.00'. Below this is a table with columns: '#', 'Name', 'Type', 'Date', 'Amount', and 'Pa'. The first row is highlighted in blue and contains: '1', 'BB&T', 'Loan Proc...', '05/01/2005', '\$1,000.00', and 'CS'. Below the table is a scrollbar. At the bottom are 'Clear', 'Ok', and 'Cancel' buttons. A status bar at the bottom left says '1 Item Found'.

#	Name	Type	Date	Amount	Pa
1	BB&T	Loan Proc...	05/01/2005	\$1,000.00	CS

Linking a Loan Proceed to a Receipt – cont.

- The selected loan proceed will now appear on the receipt form in the **Summary Information** box. Enter any other required information for the receipt.

The screenshot shows a software window titled "Receipt Information". At the top, there is a "Receipt Type" dropdown menu set to "Forgiven Loan", a "Loan Proceed Link ..." button, and a "Note(s)" text box. Below this, the window is divided into two main sections. The left section, labeled "Name/Address", contains a text box with "BB&T, NC" and a "Find Payer ..." button. The right section, labeled "Summary Information", contains a "Lender:" label with "BB&T" below it, and two labels "Number of Payers: 0" and "Sum to Date (Election Cycle):" with corresponding input fields. At the bottom of the window, there is a table with two columns: "Amount" and "Date". The first row of the table shows "\$100.00" and "05/08/2005". At the very bottom of the window, there are five buttons: "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel".

Click **Add Close** to add the new Receipt and close the window if there are no more receipts to report for the linked loan proceed.

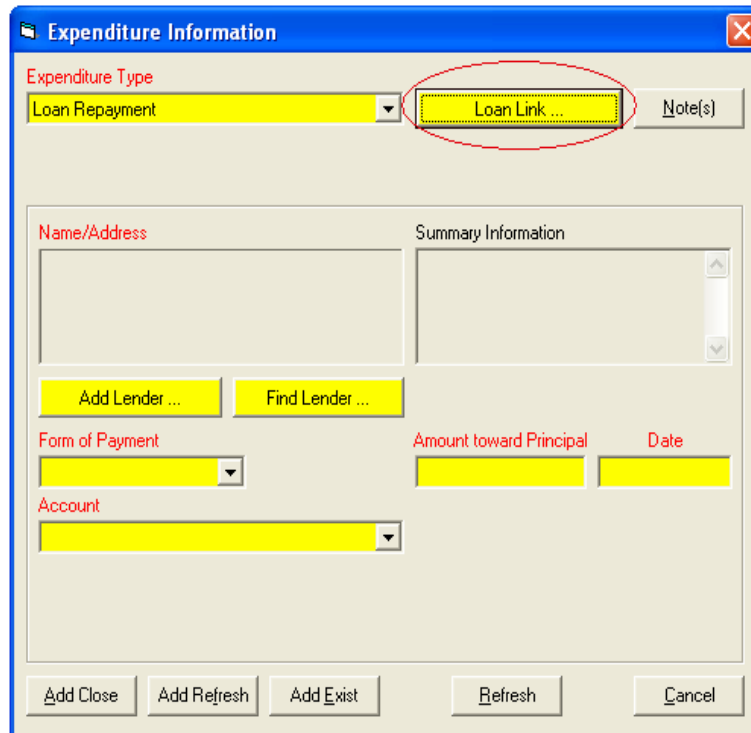
When you are entering multiple receipts click **Add Refresh**. When you have entered in all of your receipts for the linked loan proceed, click **Cancel**.

When you are entering multiple receipts for the same payer click **Add Exist**. When you have entered in all of your receipts for the linked loan proceed, click **Cancel**.

Linking a Loan Repayment to an Expenditure

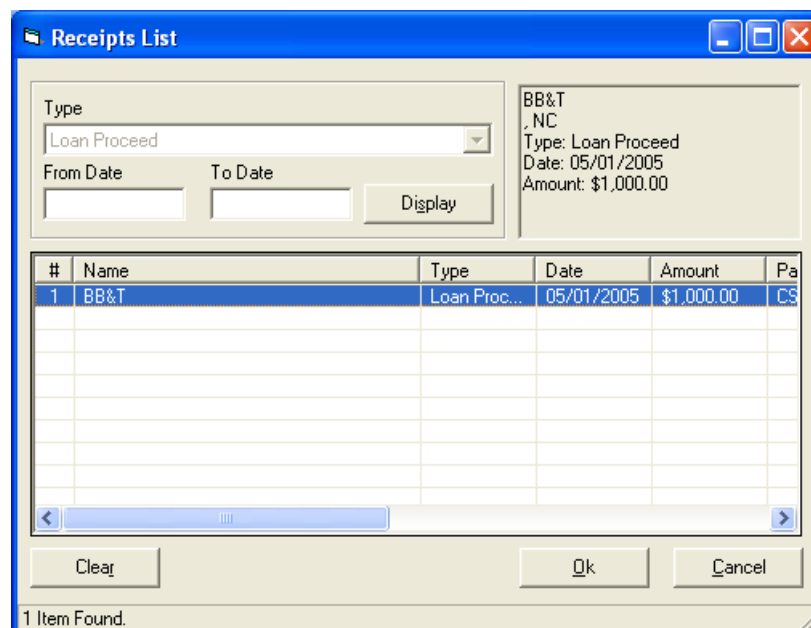
This used if a committee has an outstanding loan that is owed BY the committee. You must link these expenditures to the loan.

1. From the expenditure entry screen click **Loan Link**.



The 'Expenditure Information' dialog box is shown. The 'Expenditure Type' dropdown is set to 'Loan Repayment'. The 'Loan Link ...' button is circled in red. Below this, there are fields for 'Name/Address' and 'Summary Information'. Further down, there are buttons for 'Add Lender ...' and 'Find Lender ...'. Below these are fields for 'Form of Payment', 'Amount toward Principal', and 'Date'. At the bottom, there is an 'Account' dropdown and a row of buttons: 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

2. Click **Display** to display the list of loan proceeds. If there is no Loan Proceed listed refer to page 58 of this user guide to set up the Loan Proceed. Select the loan proceed to link and click **Ok**.



The 'Receipts List' dialog box is shown. It has a 'Type' dropdown set to 'Loan Proceed'. There are 'From Date' and 'To Date' fields, and a 'Display' button. To the right, summary information is displayed: 'BB&T, NC', 'Type: Loan Proceed', 'Date: 05/01/2005', and 'Amount: \$1,000.00'. Below this is a table with columns: '#', 'Name', 'Type', 'Date', 'Amount', and 'Pa'. The table contains one row: '#1', 'BB&T', 'Loan Proc...', '05/01/2005', '\$1,000.00', and 'CS'. At the bottom, there are 'Clear', 'Ok', and 'Cancel' buttons, and a status bar that says '1 Item Found.'.

#	Name	Type	Date	Amount	Pa
1	BB&T	Loan Proc...	05/01/2005	\$1,000.00	CS

Linking a Loan Repayment to an Expenditure – cont.

3. The selected loan proceed will now appear on the expenditure form in the **Summary Information** box. Enter any other required information for the expenditure.

The screenshot shows a software window titled "Expenditure Information". At the top, there is a dropdown menu for "Expenditure Type" set to "Loan Repayment", a "Loan Link ..." button, and a "Note(s)" button. Below this, the window is divided into two main sections. The left section, labeled "Name/Address", contains a text box with "BB&T, NC" and buttons for "Edit Lender ..." and "Find Lender ...". The right section, labeled "Summary Information", contains a "Lender:" field with "BB&T", and two summary fields: "Sum to Date (Election Cycle): \$100.00" and "Sum to Date (To Expenditure Date):". Below these sections, there are three fields: "Form of Payment" (set to "Cash"), "Amount toward Principal" (set to "\$100.00"), and "Date" (set to "05/08/2005"). At the bottom of the main form area is an "Account" dropdown menu showing "1 (Checking (0000000000000000) FROM BB&T)". At the very bottom of the window are five buttons: "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel".

Click **Add Close** to add the new Expenditure and close the window if there are no more expenditures to report for the linked loan.

When you are entering multiple Expenditures click **Add Refresh**. When you have entered in all of your expenditures for the linked loan, click **Cancel**.

When you are entering multiple Expenditures for the same lender click **Add Exist**. When you have entered in all of your expenditures for the linked loan, click **Cancel**.

REFUNDS/COORDINATED PARTY EXPENDITURES

Linking an Expenditure to a Refund/Reimbursement Receipt

If money comes into the committee as a refund or a reimbursement then you must first show the expenditure that was paid BY the committee.

1. From the receipt entry screen click **Expenditure Link**.

Receipt Information

Receipt Type: Refund/Reimbursement to the Committee

Expenditure Link ...

Note(s)

Name/Address: [Empty]

Summary Information: [Empty]

Add Contributor ... Find Contributor ...

Form of Payment: [Empty]

Amount: [Empty] Date: [Empty]

Account: 1 [Checking (000000000000000000) FROM BB&]

Purpose: [Empty]

Add Close Add Refresh Add Exist Refresh Cancel

2. Click **Display** to display the list of expenditures. If there is no Expenditure listed refer to page 68 of this user guide to set up the Expenditure. Select the expenditure to link and click **Ok**.

Expenditures List

Type: All Types

From Date: [Empty] To Date: [Empty] Display

JOHN DOE
NC
Type: Operating Expense
Date: 05/06/2005
Amount: \$100.00

#	Name	Type	Date	Amount	Pa
1	JOHN DOE	Operating ...	05/06/2005	\$100.00	CS

Clear Ok Cancel

1 Item Found.

Linking an Expenditure to a Refund/Reimbursement Receipt – cont.

3. The selected expenditure will now appear on the receipt form in the **Summary Information** box. Enter any other required information for the receipt.

Receipt Information

Receipt Type: Refund/Reimbursement to the Committee

Expenditure Link ...

Note(s)

Name/Address: JANE DOE, NC

Summary Information: Payee: JOHN DOE, Sum to Date (Election Cycle): \$50.00, Sum to Date (To Receipt Date): \$50.00

Edit Contributor ... Find Contributor ...

Form of Payment: Cash

Amount: \$50.00

Date: 05/10/2005

Account: 1 [Checking (0000000000000000) FROM BB\$]

Purpose: OVER PAID

Add Close Add Refresh Add Exist Refresh Cancel

Click **Add Close** to add the new Receipt and close the window if there are no more receipts to report for the linked expenditure.

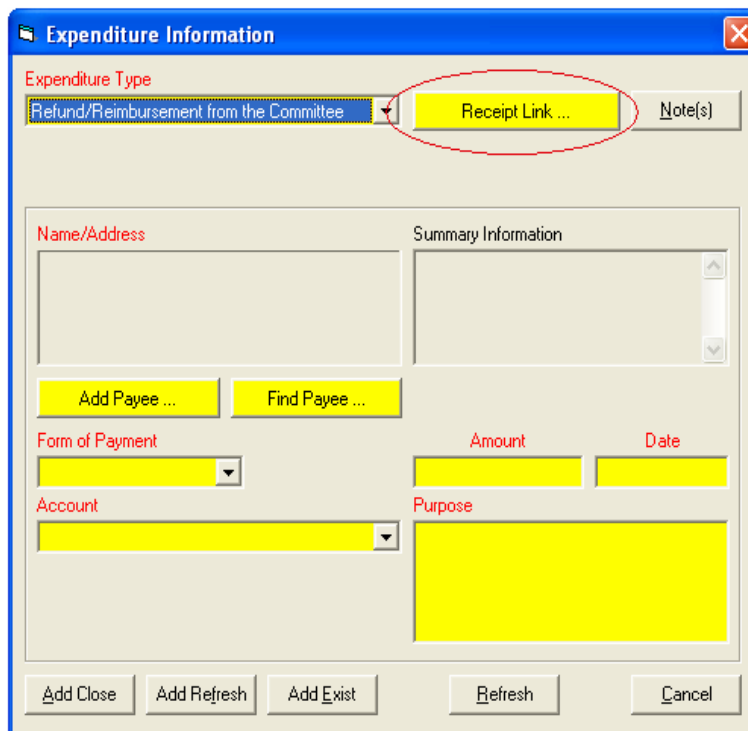
When you are entering multiple Receipts click **Add Refresh**. When you have entered in all of your receipts for the linked expenditure, click **Cancel**.

When you are entering multiple Receipts for the same Contributor click **Add Exist**. When you have entered in all of your receipts for the linked expenditure, click **Cancel**.

Linking a Receipt to a Refund/Reimbursement Expenditure

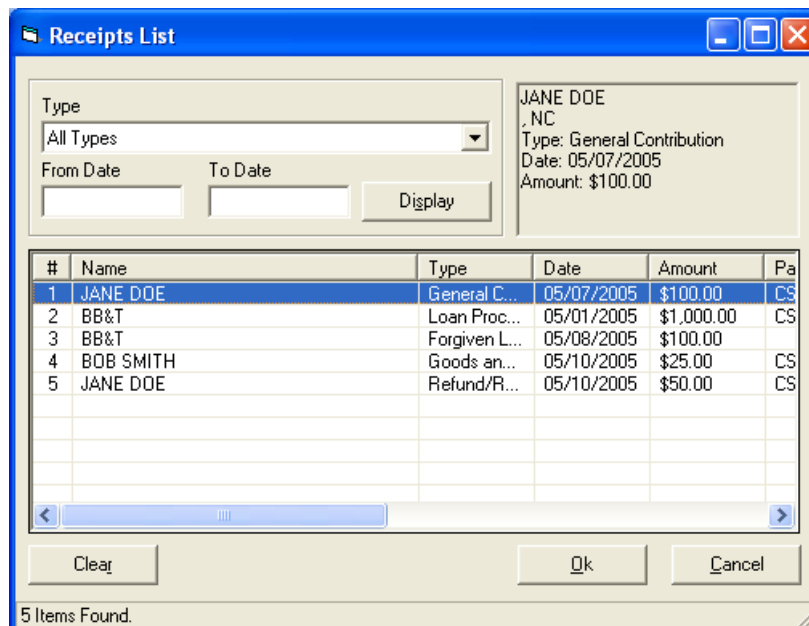
If the committee must refund or reimburse money then you must first show the contribution/receipt that was made TO the committee.

1. From the expenditure entry screen click **Receipt Link**.



The 'Expenditure Information' dialog box is shown. The 'Expenditure Type' dropdown is set to 'Refund/Reimbursement from the Committee'. The 'Receipt Link ...' button is highlighted with a red circle. Below this, there are fields for 'Name/Address', 'Summary Information', 'Form of Payment', 'Amount', 'Date', 'Account', and 'Purpose'. At the bottom are buttons for 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

2. Click **Display** to display the list of receipts. If there is no Receipt listed refer to page 37 of this user guide to set up the Receipt. Select the receipt to link and click **Ok**.



The 'Receipts List' dialog box is shown. It includes a 'Type' dropdown set to 'All Types', 'From Date' and 'To Date' fields, and a 'Display' button. A summary box on the right shows details for 'JANE DOE, NC'. Below is a table with 5 items found.

#	Name	Type	Date	Amount	Pa
1	JANE DOE	General C...	05/07/2005	\$100.00	CS
2	BB&T	Loan Proc...	05/01/2005	\$1,000.00	CS
3	BB&T	Forgiven L...	05/08/2005	\$100.00	
4	BOB SMITH	Goods an...	05/10/2005	\$25.00	CS
5	JANE DOE	Refund/R...	05/10/2005	\$50.00	CS

Buttons at the bottom: 'Clear', 'Ok', 'Cancel'. A status bar at the bottom indicates '5 Items Found'.

Linking a Receipt to a Refund/Reimbursement Expenditure – cont.

3. The selected receipt will now appear on the expenditure form in the **Summary Information** box. Enter any other required information for the expenditure.

The screenshot shows a software window titled "Expenditure Information". At the top, there is a section for "Expenditure Type" with a dropdown menu set to "Refund/Reimbursement from the Committee", a "Receipt Link ..." button, and a "Note(s)" button. Below this is a large text area for "Name/Address" containing "JANE DOE" and ".NC". To the right of this is a "Summary Information" section with a "Contributor:" label and "JANE DOE", and two "Sum to Date" labels with values "\$150.00" and "To Expenditure Date:". Below the name field are "Edit Payee ..." and "Find Payee ..." buttons. Further down is a "Form of Payment" dropdown set to "Cash". To the right are fields for "Amount" (\$50.00) and "Date" (05/08/2005). Below the form of payment is an "Account" dropdown set to "1 [Checking (0000000000000000) FROM BB\$". To the right is a "Purpose" text area containing "OVER PAID". At the bottom of the window are five buttons: "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel".

Click **Add Close** to add the new Expenditure and close the window if there are no more expenditures to report for the linked receipt.

When you are entering multiple Expenditures click **Add Refresh**. When you have entered in all of your expenditures for the linked receipt, click **Cancel**.

When you are entering multiple Expenditures for the same Payee click **Add Exist**. When you have entered in all of your expenditures for the linked receipt, click **Cancel**.

1. From the receipt entry screen click **Coord Committee(s)**.

Expenditure Information

Expenditure Type
 Coordinated Party Expenditure

Note(s)

Name/Address

Summary Information

Add Payee ... Find Payee ...

Form of Payment

Amount

Date

Account
 1 [Checking (0000000000000000) FROM BB8]

Purpose

Coord Committee(s) ...

Add Close Add Refresh Add Exist Refresh Cancel

- Click **Display** to display the list of party committees. Select the party committee to link and click **Ok**. If the required party committee is not found click **Add New**.

[illegible]

- For each tab (**Name, Mailing Address, Email Address, Phone Numbers, Org Info, Notes**) enter any required information and any additional information you have and click **Ok**.

4. Select the newly created committee and click **Ok**.

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Linking a Coordinated Committee to a Coordinated Party Expenditure – cont.

5. The selected committee will now appear on the expenditure form in the **Summary Information** box. Enter any other required information for the expenditure.

The screenshot shows the 'Expenditure Information' window with the following details:

- Expenditure Type:** Coordinated Party Expenditure
- Name/Address:** BOB SMITH, NC
- Summary Information:**
 - Coordinated Party: CABARRUS RW
 - Sum to Date (Election Cycle): \$100.00
 - Sum to Date (To Expenditure Date):
- Form of Payment:** Cash
- Amount:** \$100.00
- Date:** 01/01/2005
- Account:** 1 [Checking (0000000000000000) FROM BB&]
- Purpose:** CANDIDATE CONTRIBUTION

Buttons at the bottom: Add Close, Add Refresh, Add Exist, Refresh, Cancel.

Click **Add Close** to add the new Expenditure and close the window if there are no more expenditures to report for the linked coordinated committee.

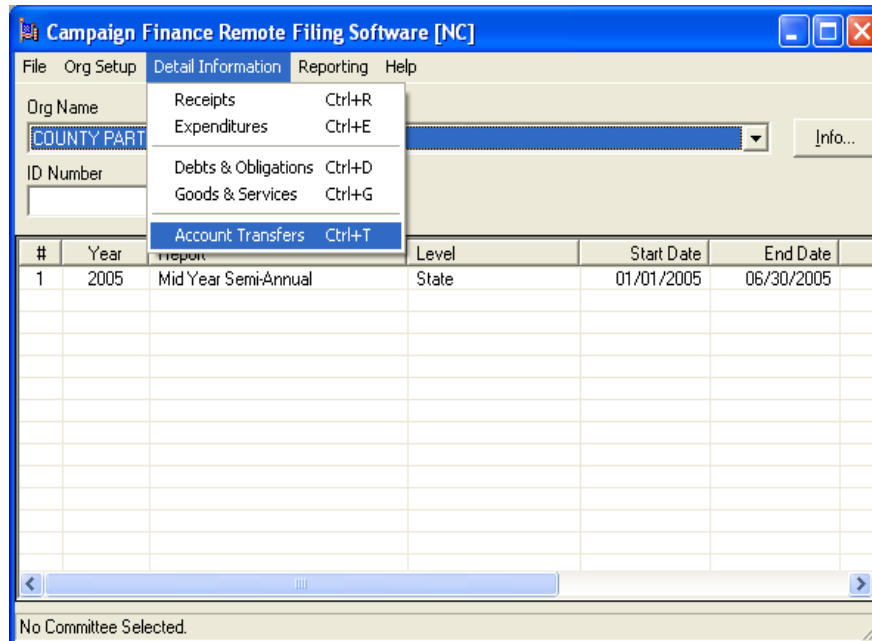
Click **Add Refresh** for entering multiple Expenditures. When you are finished entering in expenditures for the linked coordinated committee, click **Cancel**.

Click **Add Exist** for entering multiple Expenditures for the same Payee. When you are finished entering in expenditures for the linked coordinated committee, click **Cancel**.

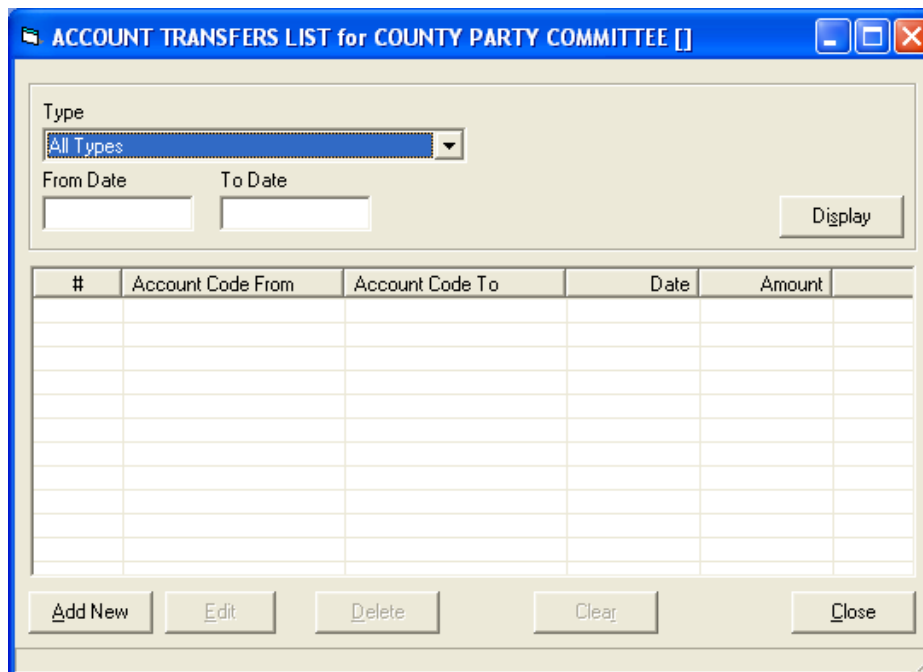
ACCOUNT TRANSFERS

Adding Account Transfers

1. Click **Detail Information** → **Account Transfers**

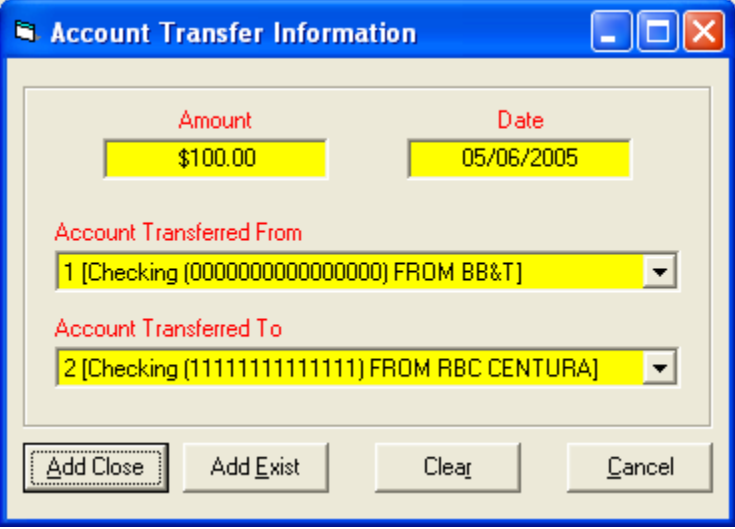


2. Click **Add New**.



Adding Account Transfers – cont.

3. Enter all required information and accounts the amount is transferring from and transferring to.



The screenshot shows a Windows-style dialog box titled "Account Transfer Information". It has a blue title bar with standard minimize, maximize, and close buttons. The main area is light gray and contains the following fields:

- Amount:** A yellow text box containing "\$100.00".
- Date:** A yellow text box containing "05/06/2005".
- Account Transferred From:** A yellow dropdown menu showing "1 [Checking (0000000000000000) FROM BB&T]".
- Account Transferred To:** A yellow dropdown menu showing "2 [Checking (1111111111111111) FROM RBC CENTURA]".

At the bottom of the dialog, there are four buttons: "Add Close" (highlighted with a dashed border), "Add Exist", "Clear", and "Cancel".

4. Click **Add Close** to add the new transfer and close the window if there are no more transfers to report.

When you are entering multiple transfers click **Add Exist**. When you have entered in all of your transfers, click **Cancel**.

REPORTS

Creating a Disclosure report

1. Click **Reporting → Report Information**

The screenshot shows the 'Campaign Finance Remote Filing Software [NC]' window. The 'Reporting' menu is open, and 'Report Information' is selected. The 'Org Name' field contains 'Harris Blake for North Carolina Senat' and the 'ID Number' field contains 'STA-C0926N-C-001'. Below the menu is a table of reports.

#	Report	Level	Start Date	End Date	Due Date
1	2006 Fourth Quarter Amend #1	State	10/22/2006	12/31/2006	01/10/2007
2	2006 Fourth Quarter	State	10/22/2006	12/31/2006	01/10/2007
3	2006 Third Quarter Plus Amend ...	State	07/01/2006	10/21/2006	10/31/2006
4	2006 Third Quarter Plus	State	07/01/2006	10/21/2006	10/31/2006
5	2006 Second Quarter Amend #1	State	04/16/2006	06/30/2006	07/11/2006
6	2006 Second Quarter	State	04/16/2006	06/30/2006	07/11/2006
7	2006 First Quarter Plus Amend #1	State	01/01/2006	04/15/2006	04/25/2006
8	2006 First Quarter Plus	State	01/01/2006	04/15/2006	04/25/2006
9	2005 Year End Semi-Annual Am...	State	07/01/2005	12/31/2005	01/27/2006
10	2005 Year End Semi-Annual	State	07/01/2005	12/31/2005	01/27/2006
11	2005 Mid Year Semi-Annual Am...	State	01/01/2005	06/30/2005	07/29/2005
12	2005 Mid Year Semi-Annual	State	01/01/2005	06/30/2005	07/29/2005
13	2004 Fourth Quarter Amend #1	State	10/17/2004	12/31/2004	01/11/2005
14	2004 Fourth Quarter	State	10/17/2004	12/31/2004	01/11/2005

2. Click **Create Disclosure Report.**

The screenshot shows the 'Reports' window. It contains a table of reports and several buttons for managing them. The 'Create Disclosure Report' button is circled in red.

#	New Info	Report Name	Level	Start Date	End Date	
1	Y	2006 Fourth Quarter	State	10/22/2006	12/31/2006	0
2	Y	2006 Fourth Quarter Amend #1	State	10/22/2006	12/31/2006	0
3	Y	2006 Third Quarter Plus	State	07/01/2006	10/21/2006	1
4	Y	2006 Third Quarter Plus Amend #1	State	07/01/2006	10/21/2006	1
5	Y	2006 Second Quarter	State	04/16/2006	06/30/2006	0
6	Y	2006 Second Quarter Amend #1	State	04/16/2006	06/30/2006	0
7	Y	2006 First Quarter Plus	State	01/01/2006	04/15/2006	0

Buttons: Create Disclosure Report, Amend Report [Submitted], Edit Report [Unsubmitted], Update Selected Report, Delete Report, Create Informational Report, View Report [not for submitting], Audit Report, For SBOE Use, Close.

42 Reports Listed.

Creating a Disclosure report – cont.

3. Enter the **year of report**, **filing schedule**, **previous report link** if applicable and **report type** for the report that you are creating. The report dates will be automatically set for you. Enter the **Number of Fundraiser** (**Note:** The Number of Fundraisers is only required on the reports beginning in 2007). Click **Ok** when you are finished.

Report Information

Year **Filing Schedule**
[Year] [State]

Previous Report Link
[Previous Report Link] **Edit Summary Values**

Report Type **Special Name**
[Report Type] [Special Name]

Is Amendment:
☐ Yes
☒ No

Report Period Dates:
Start Date **End Date** **Due Date** **Submit Date**
[Start Date] [End Date] [Due Date] [Submit Date]

Fundraiser Activity:
Num of Fundraisers
[Num of Fundraisers]

Message text... ☐ Show ALL Detailed Contributor Information (Optional)

Account Summary List

Name	Code	Begin Balance	End Balance

Edit Account

Reset Defaults **Ok** **Close**

NOTE: If no previous report is available select **[No Previous Report]** from the **Previous Report Link** dropdown and click **Edit Summary Values**.

Summary Amounts for Pre-Software Reporting

Previous Period Ending Balance	Cash on Hand at Start of Election Cycle	Cash on Hand at End of Election Cycle
	\$.00	\$.00

Election Cycle Receipt Totals		Election Cycle Expenditure Totals	
Aggregated Contributions from Individuals	\$.00	Operating Expenditures	\$.00
Contributions from Individuals	\$.00	Contributions to Candidates/Political Committees	\$.00
Contributions from Political Party Committees	\$.00	Coordinated Party Expenditures	\$.00
Contributions from Other Political Committees	\$.00	Loan Repayments	\$.00
Loan Proceeds	\$.00	Refunds/Reimbursements From the Committee	\$.00
Refunds/Reimbursements To the Committee	\$.00	In-Kind Contributions	\$.00
Interest	\$.00	Total Expenditures	\$.00
Contributions from Not-for-Profit Organizations	\$.00		
Outside Sources of Income	\$.00	Election Cycle Additional Information Totals	
"Goods and Services" Contributions	\$.00	Administrative Support	\$.00
Total Receipts	\$.00	Forgiven Loans	\$.00
		48-Hour Notice Reports Sum	\$.00

Ok Cancel

Enter ALL balance values from the LAST PAPER report that you filed and click **Ok**.

Creating the Qualified Contributions Report (CRO-2500, CRO2501 and CRO-2510)

From the main Campaign Finance Remote Filing screen, click on the menu item **Reporting**, then choose **Report Information**. You will see the following screen:

The screenshot shows a window titled "Reports" with a table of reports and several buttons below it.

#	New Info	Report Name	Level	Start Date	End Date	
1	Y	2006 Fourth Quarter	State	10/22/2006	12/31/2006	0
2	Y	2006 Fourth Quarter Amend #1	State	10/22/2006	12/31/2006	0
3	Y	2006 Third Quarter Plus	State	07/01/2006	10/21/2006	1
4	Y	2006 Third Quarter Plus Amend #1	State	07/01/2006	10/21/2006	1
5	Y	2006 Second Quarter	State	04/16/2006	06/30/2006	0
6	Y	2006 Second Quarter Amend #1	State	04/16/2006	06/30/2006	0
7	Y	2006 First Quarter Plus	State	01/01/2006	04/15/2006	0

Buttons: Create Disclosure Report, Amend Report [Submitted], Edit Report [Unsubmitted], Update Selected Report, Delete Report, Create Informational Report (circled in red), View Report [not for submitting], Audit Report, For SBOE Use, Close.

42 Reports Listed.

NOTE: The reports you see listed are those which have been previously created. To view a report already created, select the report and click the **View Report** button. Otherwise, to create a report, click on the button labeled, **Create Informational Report** or **Create Disclosure Report**.

1. Click **Create Informational Report** this screen will appear
2. Select a report in the **Report Type**

The screenshot shows a window titled "Report Information" with the following fields and buttons:

- Year: 2007
- Report Type: Voter-Owned Election Qualifying Contributions (selected)
- Is Amend: No (selected)
- Start Date: 01/01/2008
- End Date: 10/04/2007
- Due Date: (empty)
- Submit Date: (empty)
- Buttons: Reset Defaults, Ok, Cancel

3. Type in a **Start Date** then click → **OK**.

Report Information

Year: 2006 Report Type: Judicial Qualifying Contributions

Is Amendment: ☐ Yes ☒ No

Report Period Dates: Start Date: 05/23/2006 End Date: Due Date: Submit Date:

Reset Defaults Ok Cancel

Reports

#	New Info	Report Name	Level	Start Date	End Date	Dr
1	Y	2006 Judicial Qualifying Contribut...	State	01/02/2002	05/23/2006	

Create Disclosure Report Amend Report (Submitted) Edit Report (Unsubmitted) Update Selected Report Delete Report

Create Informational Report View Report Audit Report Export Report

Close

1 Report Listed.

- Click **View Report**
- The following report displays:

Judicial Campaign Reform Act Qualifying Summary/Cover Sheet

This form must accompany the Qualifying Contributions (CRO-2510) forms as a cover sheet.

1. Committee Information	
a. Full Name	c. ID Number
1904 ORG NAME - CANDIDATE	122-457-457-4-346
b. Mailing Address (include City, State and Zip Code)	
STREET 1	
CITY, NC 19902	
d. Date Filed	
03/20/2006	
e. Phone Number	
(919) 555-1234	
2. Candidate's Full Name	3. Judicial Seat Sought
JOHN ASDPASDF STANCIL	TEST
4. Treasurer's Full Name	5. Total Number of Qualifying Contributions
JAKE SPEED	4
6. Total Amount of ALL Qualifying Contributions \$	
710.00	
Report Notes	
> All qualifying contributors are individuals registered to vote in North Carolina. > All qualifying contributions received are in the form of a check or money order in an amount between \$10 and \$500. > A copy of each qualifying check or money order is submitted with this report.	
CERTIFICATION	
I certify that the Committee is in compliance with all provisions of Article 22A and all provisions relating to qualifying contributions in Article 22D. I further certify that all contributions contained in this list are from North Carolina registered voters.	
Printed Name of Signer	Signature of Appointed Treasurer
	03/29/2006
FOR OFFICE USE ONLY	
Date Received:	Employee:
Date Postmarked:	Employee:
Date Scanned:	Employee:
Delivery Method	
<input type="checkbox"/> Normal Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Electronically Filed	

CRO-2500 NC State Board of Elections September 2003

Creating the Qualified Contributions Report (CRO-2500, CRO2501 and CRO-2510) – cont.

Qualifying Contributions

Pg 1 of 1

1. Contributor Information							
#	a. Full Name (Last, First, MI) Mailing Address (include city, state, & zip)	b. Voter Reg. Number Date of Birth	c. Phone Number	d. County	e. Form of Payment	f. Date (mm/dd/yyyy)	g. Amount
	JOHN F. CLIFTON III STREET LINE 1 STREET LINE 2 CITY, NH 12345-1123				Check	02/21/2006	\$ 100.00
	FIRST LAST NC				Check	02/15/2006	\$ 100.00
	FIRST LAST STREET LINE 12 CITY, NC 11111-1			ASHE	Check	02/20/2006	\$ 500.00
	BRICE WEST V STREET CITY, NC 12345-1234	1234567898 08/13/1955	(222) 222-2222 ext. 22222222	PITT	Check	03/01/2006	\$ 10.00
2. Total only this Page						\$	710.00

CRO-2510

NC State Board of Elections

September 2003

Treasurer's Initials: _____

Creating the Registered Committee Independent Expenditures report (CRO-2520)

From the main Campaign Finance Remote Filing screen, click on the menu item **Reporting**, then choose **Report Information**. In the **Reports** window which appears, click on the button labeled, **Create Informational Report**. The following window will appear:

The screenshot shows a 'Report Information' dialog box. It includes a 'Year' field set to 2006, a 'Report Type' dropdown menu set to 'Registered Committee Independent Expenditure', and a section for 'Is Amendment' with 'Yes' and 'No' radio buttons. The 'No' radio button is selected. Below this is a 'Report Period Dates' section with four date fields: 'Start Date' (01/15/2006), 'End Date' (03/20/2006), 'Due Date' (03/21/2006), and 'Submit Date' (empty). At the bottom are 'Reset Defaults', 'Ok', and 'Cancel' buttons.

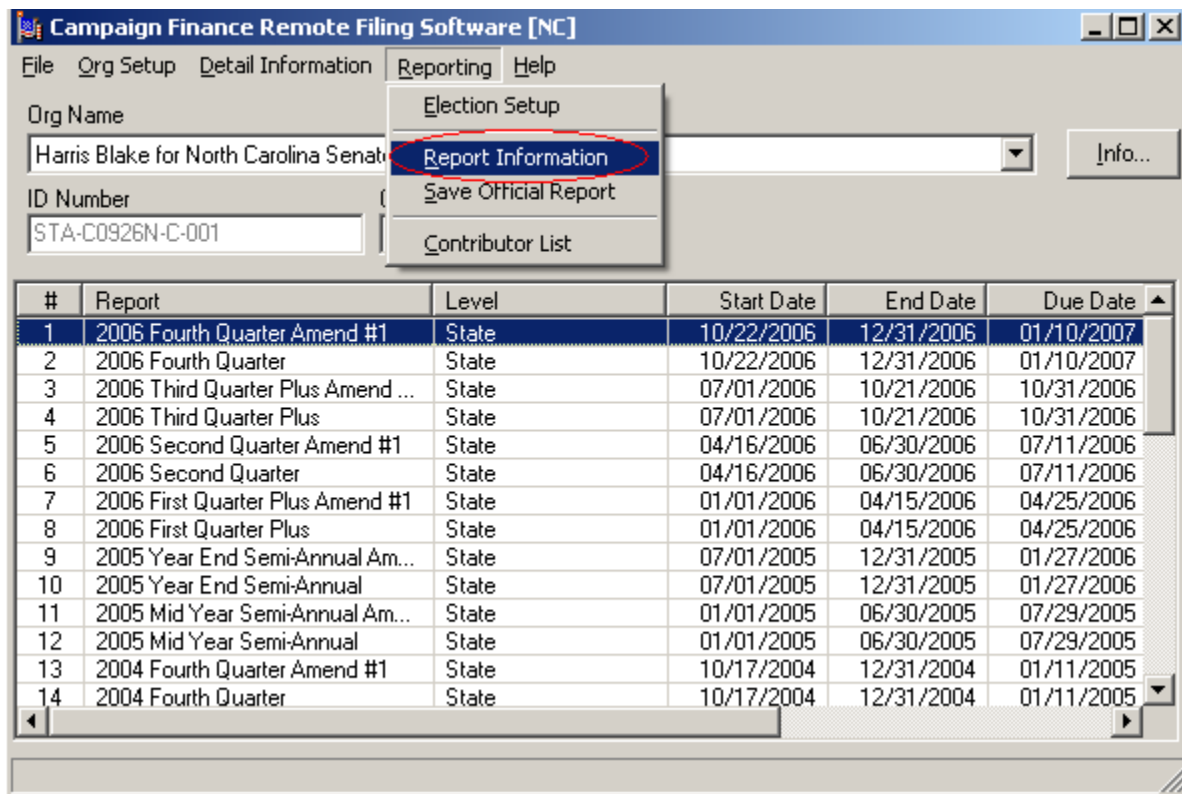
The textbox labeled **Year** is the year which the expenditures were made. It is automatically filled in with the current year. In the textbox labeled **Report Type**, choose the report name of **Registered Committee Independent Expenditure**. The **Yes/No** radio button option is informational, and is for display only. The dates during which the expenditures were made are in the boxes labeled **Start Date** and **End Date**. They will be calculated for you, using the date of the first Independent Expenditure as the **Start Date**, and the date on which the committee reaches the \$3000 expenditure limit as the **End Date**. This is true for the first independent expenditure report which is created. Subsequent reports will use the date of the last Independent Expenditure report created as the **Start Date**, and the date which you reach the first \$1000 expenditure total over the initial \$3000 as the **End Date**. The **Due Date** is calculated to be the next business day after the report is created. Ignore the box labeled **Submit Date**. Then just click on the **OK** button. The report created for you will resemble the one seen on the next page:

Creating the Registered Committee Independent Expenditures report – cont.

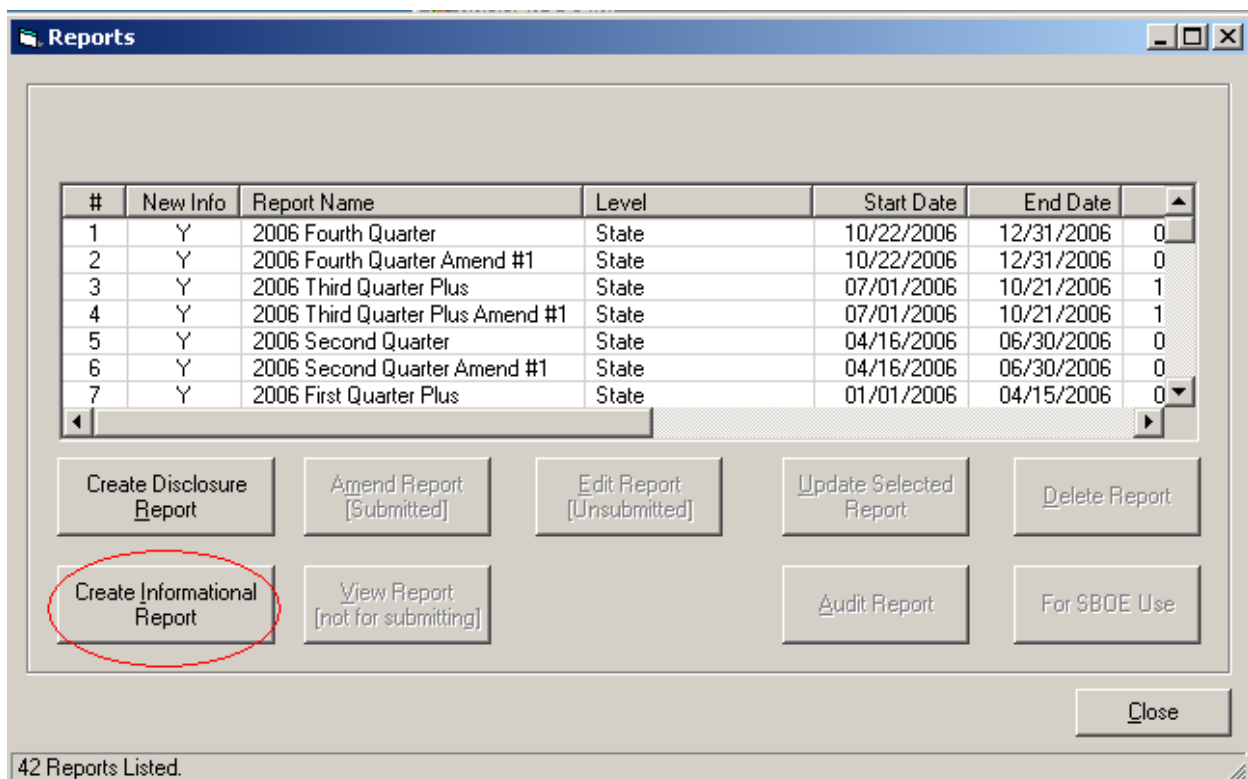
Registered Committee Independent Expenditures Report						Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Page 1 of 2
To be Used by Political Committees registered in North Carolina							
1. Committee Information							
a. Full Name ADD COMMITTEE - PAC		c. Mailing Address (include City, State and Zip Code) STREET 1 STREET 2 PODUNK, ND 27706-1234		d. NC RoE ID Number 123-23235-5-00			
b. Type of Committee <input type="checkbox"/> Candidates Campaign <input checked="" type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Joint Fundraiser <input type="checkbox"/> Party				e. Total All Expenditures \$ 53,100.00			
2. Expenditure Information							
f. Item Num	g. Amount	h. Full Name, Mailing Address & Phone (include city, state, and zip)	i. Purpose	j. Candidate Information (include full name, office sought, and date)	k. Date (mm/dd/yyyy)	l. Amount	
1		JAMES BRADY STREET CITY, NC 11111-1111	TEST	NAME OFFICE SUPPORT	02/01/2006	\$300.00	
2		JOHN DOE 1403 AP2 A1 100 CASTLE ROAD PODUNK, NC 27706-1234 (919)403-2093	ASDF	NAME NAME OFFICE OFFICE SUPPORT	03/15/2006	\$500.00	
3		JOHN DOE STREET 1 STREET 2 CITY, NC 11111-1111	TEST	NAME OFFICE SUPPORT	01/15/2006	\$1,000.00	
4		JOHN DOE STREET CITY, NC 11111-1111	2 PAGES	CANDIDATE OFFICE OFFICE	03/20/2006	\$300.00	
3. Total Expenditures THIS Page (sum all the "l" entries on this page)						\$ 2,500.00	
CERTIFICATION							
Under penalty of perjury, I certify that the independent expenditures reported herein were not made with the cooperation or prior consent of, or in consultation with, or at the request or suggestion of, a candidate or a candidate's agent or authorized committee, nor did they involve the financing, dissemination, distribution or republication of any campaign materials prepared by a candidate or a candidate's agent or authorized committee.							
Printed Name of Signer			Signature of Appointed Treasurer		Date 04/11/2006		
CRD-2520			NC State Board of Elections		June 2004		

Creating a Non-Participating Candidate Report (CRO 2530)

1. Click **Reporting > Report Information**



2. Click on **Create Informational report**



3. Make sure the correct report is selected and that the date range is correct
4. Click **OK**

Report Information

Year	Report Type
2006	Non-Participating Candidate

Is Amendment:
☐ Yes
☒ No

Report Period Dates:

Start Date	End Date	Due Date	Submit Date
06/22/2006	06/23/2006	06/26/2006	

Reset Defaults **Ok** Cancel

5. Click **View Report** to verify data (see the next page for an example)
6. **Submit** the report to SBOE

Creating a Non-Participating Candidate Report (CRO 2530)

Non-Participating Candidate Report Cover					Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Please note that this cover sheet cannot be used to amend committee information such as the committee address, treasurer, assistant treasurer, custodian of books information, or account information. You must amend the Statement of Organization (CRO-2100A-S) to make those kinds of committee changes. Use the Amendment form (CRO-1010) if more entries are needed.						
1. Committee Information						
a. Full Name MICHELLE				c. ID Number		
b. Mailing Address (Include City, State and Zip Code) NC				d. Date Filed 06/23/2006		
				e. Phone Number		
2. Report Year 2006 3. Period Start Date (mm/dd/yyyy) 06-22-2006 4. Period End Date (mm/dd/yyyy) 06-23-2006 5. Treasurer Full Name JOHN LOCKE						
6. Type of Committee (Check one) FOR OFFICE USE ONLY						
<input checked="" type="checkbox"/> Candidate Campaign <input type="checkbox"/> Party <input type="checkbox"/> Issue Politics <input type="checkbox"/> PAC <input type="checkbox"/> Endorsement						
7. Type of Fund (If applicable, check one)						
<input type="checkbox"/> Soft Money Account <input type="checkbox"/> "Outside Fund" <input type="checkbox"/> Building Fund <input type="checkbox"/> NC Political Party Financing Fund <input type="checkbox"/> Presidential Election Year Candidates Fund <input type="checkbox"/> NC Public Campaign Financing Fund <input type="checkbox"/> Other:						
10. Account Information						
a. Financial Institution Full Name Central Carolina Bank				b. Account Information		
c. Code TEST				d. Period Begin Balance \$		
CERTIFICATION I certify that the Committee is in compliance with all provisions of Article 22A and applicable provisions of Article 22D, including that no funds are commingled with funds for a federal or out-of-state PAC. I further say that this report is complete, true and correct. Printed Name of Signer _____ Signature of Appointed Treasurer _____ Date 06/23/2006 FOR OFFICE USE ONLY Date Received _____ Employee: _____ Delivery Method <input type="checkbox"/> Normal Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Electronically Filed Date Postmarked: _____ Employee: _____ Date Scanned: _____ Employee: _____						

CRO-2530 NC State Board of Elections June 2006

Page 1

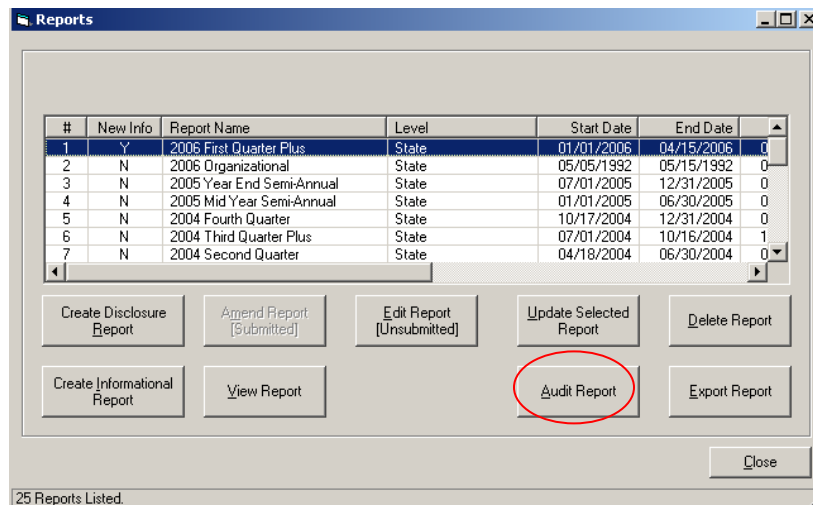
Detailed Summary - Informational			Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
1. Committee Full Name (and Fund if applicable) MICHELLE		2. Type of Report 2006 Non-Participating Candidate		3. ID Number
Start of Election Cycle: January 1, 2005			Total (to Reporting Period)	
RECEIPTS				
5) Aggregated Contributions from Individuals (CRO-1245)		\$ 0.00		
6) Contributions from Individuals (CRO-1210)		\$ 0.00		
7) Contributions from Political Party Committee (CRO-1230)		\$ 0.00		
8) Contributions from Other Political Committee (CRO-1230)		\$ 0.00		
9) Loan Proceeds (CRO-1420)		\$ 0.00		
10) Refunds/Reimbursements To the Committee (CRO-1240)		\$ 0.00		
11) Other Receipt Sources (CRO-1250)		\$ 0.00		
11a) Interest on Bank Accounts (CRO-1250)		\$ 0.00		
11b) Contributions from Not-for-Profit Organization (CRO-1250)		\$ 0.00		
11c) Outside Sources of Income (CRO-1250)		\$ 0.00		
2) "Goods and Services" Contributions (CRO-1240)		\$ 0.00		
3) TOTAL RECEIPTS (Add lines 5, 6, 7, 8, 9, 10, 11a, 11b, 11c and 12)		\$ 0.00		
EXPENDITURES				
4) Disbursements (CRO-1250)		\$ 0.00		
14a) Operating Expenditures (CRO-1250)		\$ 0.00		
14b) Contributions to Candidates/Political Committ (CRO-1250)		\$ 0.00		
14c) Coordinated Party Expenditures (CRO-1250)		\$ 0.00		
5) Loan Repayments (CRO-1420)		\$ 0.00		
6) Refunds/Reimbursements From the Committee (CRO-1230)		\$ 0.00		
7) In-Kind Contributions (CRO-1250)		\$ 0.00		
8) TOTAL EXPENDITURES (Add lines 14a, 14b, 14c, 15, 16 and 17)		\$ 0.00		
ADDITIONAL INFORMATION				
20) Non-Monetary Gifts Given to Other Committee (CRO-1230)		\$ 0.00		
21) Outstanding Loans (incl. ones from other campaign) (CRO-1430)		\$ 0.00		
22) Debts and Obligations owed By the Committee (CRO-1430)		\$ 7,000.00		
23) Debts and Obligations owed To the Committee (CRO-1430)		\$ 0.00		
24) Account Transfers Within the Committee (CRO-1720)		\$ 0.00		
25) Administrative Support (CRO-1720)		\$ 0.00		
26) Forgiven Loans (CRO-1440)		\$ 0.00		
27) 40-Hour Notice Reports Sum		\$ 0.00		

CRO-2540 NC State Board of Elections June 2006

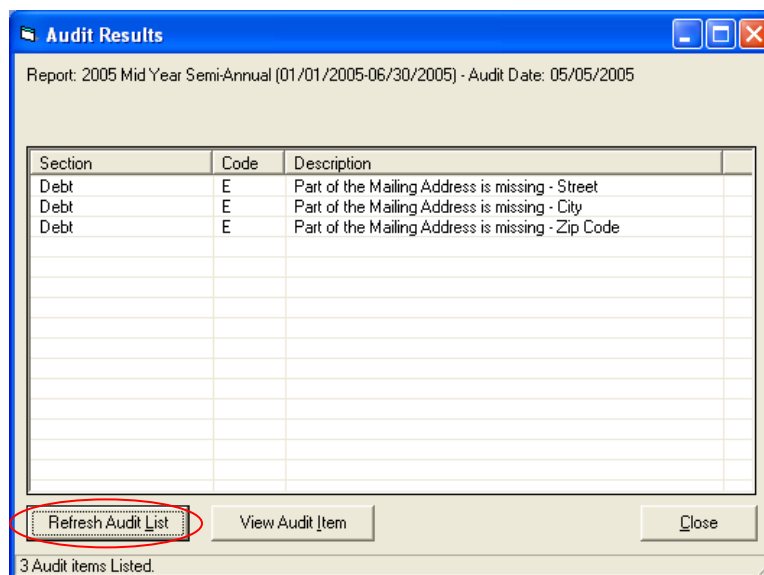
Page 2

Auditing a Report

1. Click to select the report. Then click **Audit Report**.



2. Once you have opened the Audit Results screen, click **Refresh Audit List** and you will see any changes that need to be made before submission. Highlight the item then click **View Audit Item** to make changes from this screen. Then click **Close** when you are finished.



View Report

1. Click to select the report that you wish to view and then click **View Report**.

The 'Reports' window displays a table with the following data:

#	New Info	Report Name	Level	Start Date	End Date	
1	N	2006 First Quarter Plus	State	01/01/2006	04/15/2006	0
2	N	2006 Organizational	State	05/05/1992	05/15/1992	0
3	N	2005 Year End Semi-Annual	State	07/01/2005	12/31/2005	0
4	N	2005 Mid Year Semi-Annual	State	01/01/2005	06/30/2005	0
5	N	2004 Fourth Quarter	State	10/17/2004	12/31/2004	0
6	N	2004 Third Quarter Plus	State	07/01/2004	10/16/2004	1
7	N	2004 Second Quarter	State	04/18/2004	06/30/2004	0

Buttons below the table: Create Disclosure Report, Amend Report [Submitted], Edit Report [Unsubmitted], Update Selected Report, Delete Report, Create Informational Report, **View Report** (highlighted), Audit Report, Export Report, Close.

25 Reports Listed.

2. The report appears for you to review.

Disclosure Report Cover

Please note that this cover sheet cannot be used to submit committee information such as the committee address, treasurer, assistant treasurer, custodian of funds information, or account information. You must submit the Statement of Organization (CRO-1000A) to make those kinds of committee changes. Use the Addendum form (CRO-1000) if more entries are needed.

1. Committee Information

a. Full Name: PROGRESS NC
b. ID Number:
c. Building Address (Include City, State and Zip Code): 1001 MAIN STREET, RALEIGH, NC 27608
d. Date Filed: 05/05/2005
e. Phase Number:

2. Report Year: 2005 **3. Period Start Date (month/year):** 01/01/2005 **4. Period End Date (month/year):** 06/30/2005 **Subreport: cro-1000.rpt**

5. Type of Committee (check one): ☐ Candidate Campaign ☐ Party ☐ Issue/Petition ☐ PAC ☐ Individual

6. Type of Fund (if applicable, check one): ☐ Soft Money Account ☐ Hard Money Fund ☐ Building Fund ☐ NC Political Party Financing Fund ☐ Presidential Election Year Candidate Fund ☐ NC Public Campaign Financing Fund ☐ Other

7. Type of Report (check only one type of report from one category):

Blank/Current	Revisions
<input type="checkbox"/> Organizational	<input type="checkbox"/> Organizational
<input type="checkbox"/> Party five day	<input type="checkbox"/> Pre-refundation
<input type="checkbox"/> Pre-primary	<input type="checkbox"/> First Plus
<input type="checkbox"/> Pre-election	<input type="checkbox"/> Second
<input type="checkbox"/> Pre-audit	<input type="checkbox"/> Third Plus
<input type="checkbox"/> Year-end	<input type="checkbox"/> Fourth
<input type="checkbox"/> Mid Year	<input type="checkbox"/> Year-end
<input type="checkbox"/> Year End	<input type="checkbox"/> Mid Year
<input type="checkbox"/> Final	<input type="checkbox"/> Year End
<input type="checkbox"/> Special	<input type="checkbox"/> Final
	<input type="checkbox"/> Special

8. Account Information

a. Financial Institution Full Name: RBC CENTURA
b. Financial Institution Full Name:
c. Purpose: PAC - CHECKING ACCOUNT (01)
d. Period Begin Balance: \$
e. Period End Balance: \$

CERTIFICATION

I certify that the Committee is in compliance with all provisions of Article 22A, including that no funds are commingled with funds for a federal or out-of-state PAC. I further say that this report is complete, true and correct.

Printed Name of Signer: _____ Signature of Appointed Treasurer: _____ Date: 05/05/2005

FOR OFFICE USE ONLY

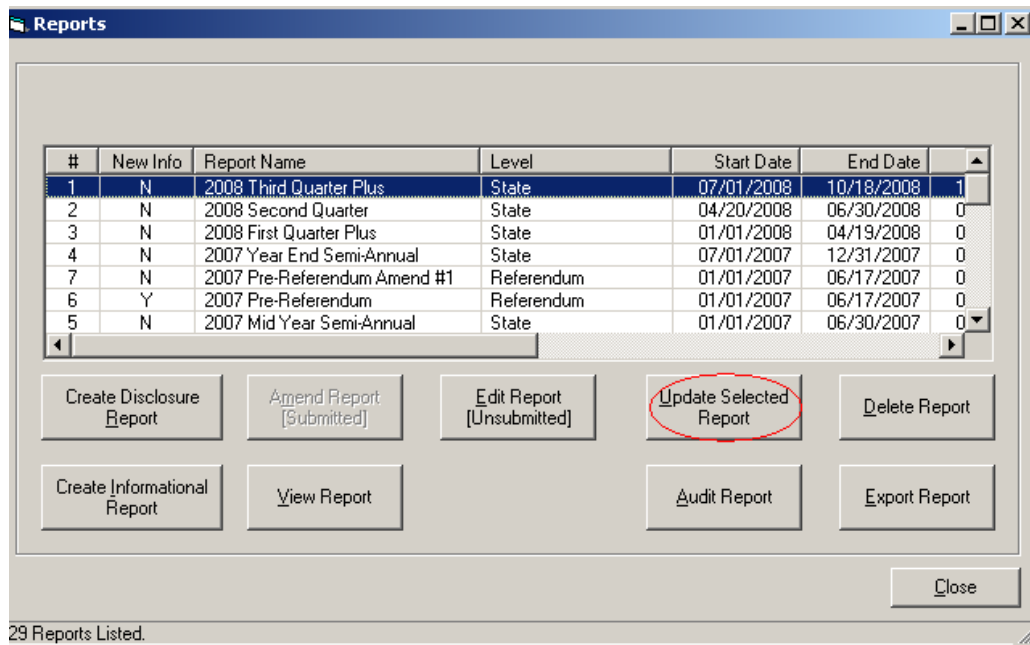
Date Received: _____ Employee: _____
Date Forwarded: _____ Employee: _____
Date Submitted: _____ Employee: _____

Training Method: ☐ Normal Mail ☐ Registered Mail ☐ Hand Delivered ☐ Electronically Filed

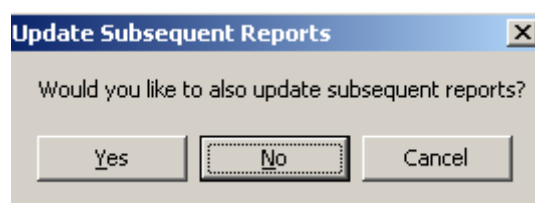
CRO-1000 NC State Board of Elections March 2003

Update Report

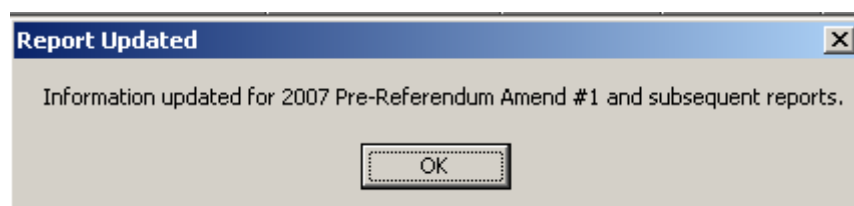
1. Click to select the report that you wish to update and then click **Update Report**.



2. The following message will appear if you would like to update all reports that have not been submitted click Yes, if not click No.
(Depending on how many reports need to be updated it may take several minutes to update)

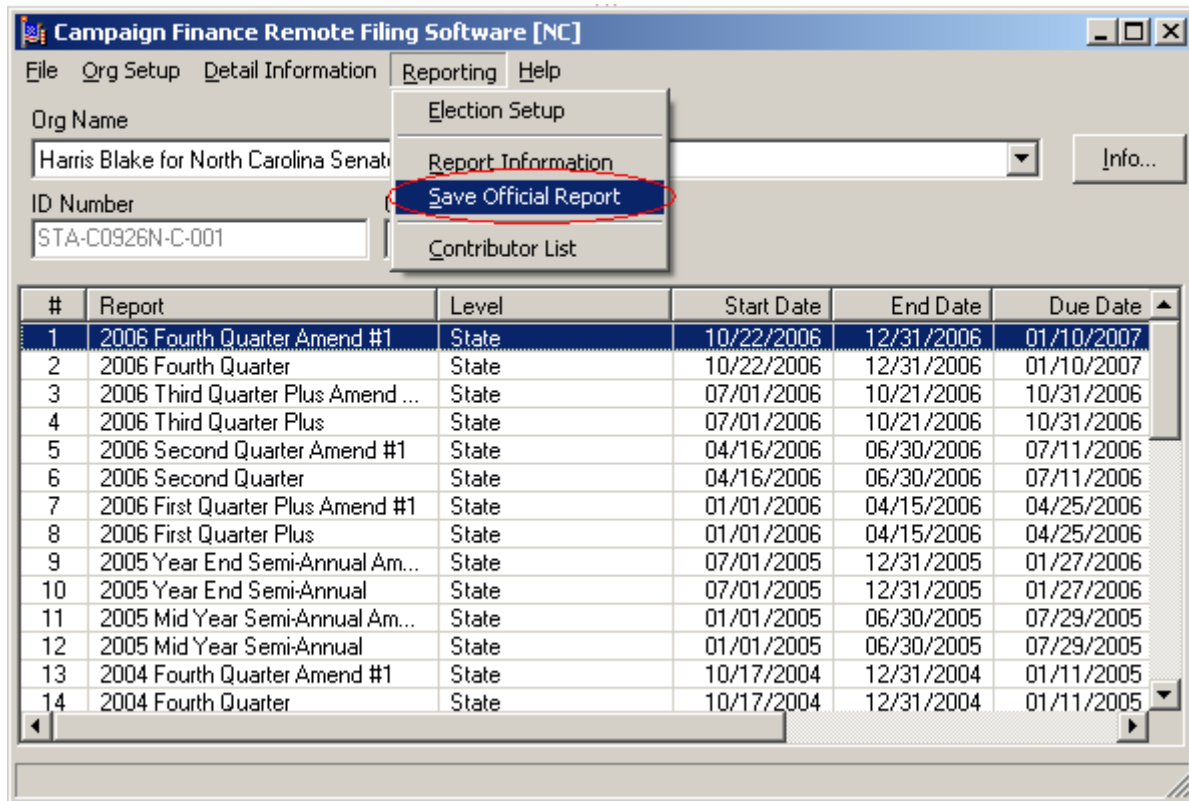


3. The Report Updated message will appear Click OK.



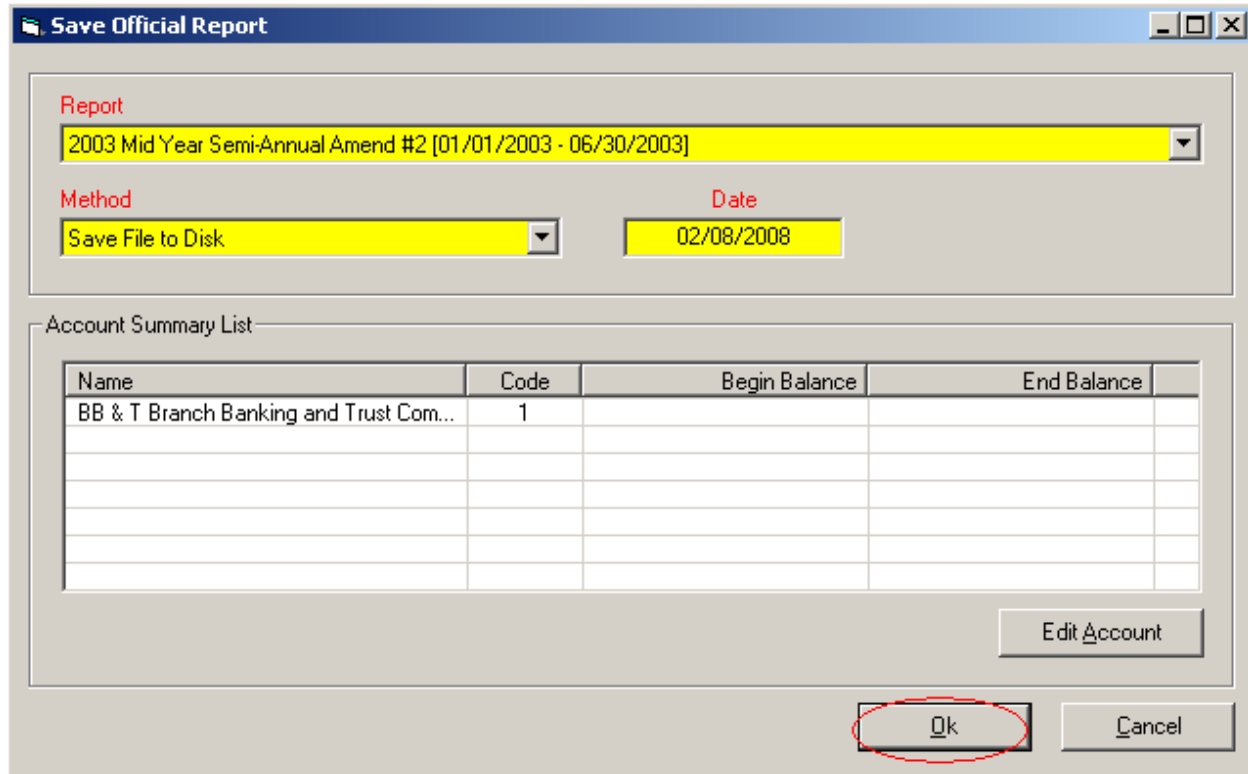
Save Official Report

- 1 If you are ready to send your report to the State Board of Elections from the opening screen of your software
- 2 Click **Reporting → Save Official Report**



Save Official Report – cont.

- 3 Choose the correct report, method of submission, enter the date, and edit your account information. Then click **OK**.

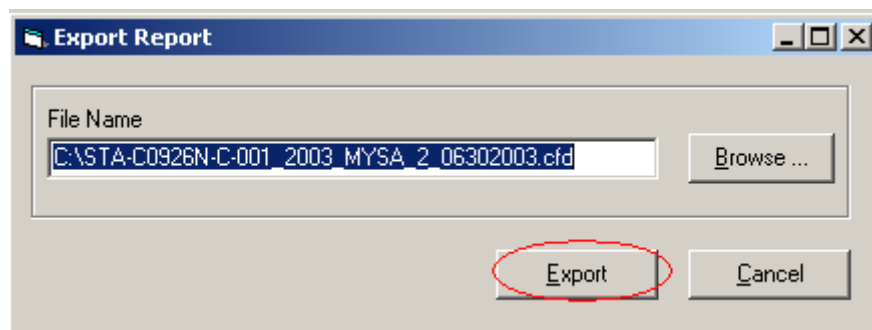


The "Save Official Report" dialog box contains the following elements:

- Report:** A dropdown menu showing "2003 Mid Year Semi-Annual Amend #2 [01/01/2003 - 06/30/2003]".
- Method:** A dropdown menu showing "Save File to Disk".
- Date:** A text field showing "02/08/2008".
- Account Summary List:** A table with columns: Name, Code, Begin Balance, End Balance, and an empty column.
- Buttons:** "Edit Account", "Ok" (circled in red), and "Cancel".

Name	Code	Begin Balance	End Balance	
BB & T Branch Banking and Trust Com...	1			

1. This screen will determine where the file containing your report is saved on your computer. Enter the directory and filename or browse to find a place to save your report. Then click **Export**.



The "Export Report" dialog box contains the following elements:

- File Name:** A text field containing "C:\STA-C0926N-C-001_2003_MYSA_2_06302003.cfd".
- Buttons:** "Browse ...", "Export" (circled in red), and "Cancel".

Save Official Report – cont.

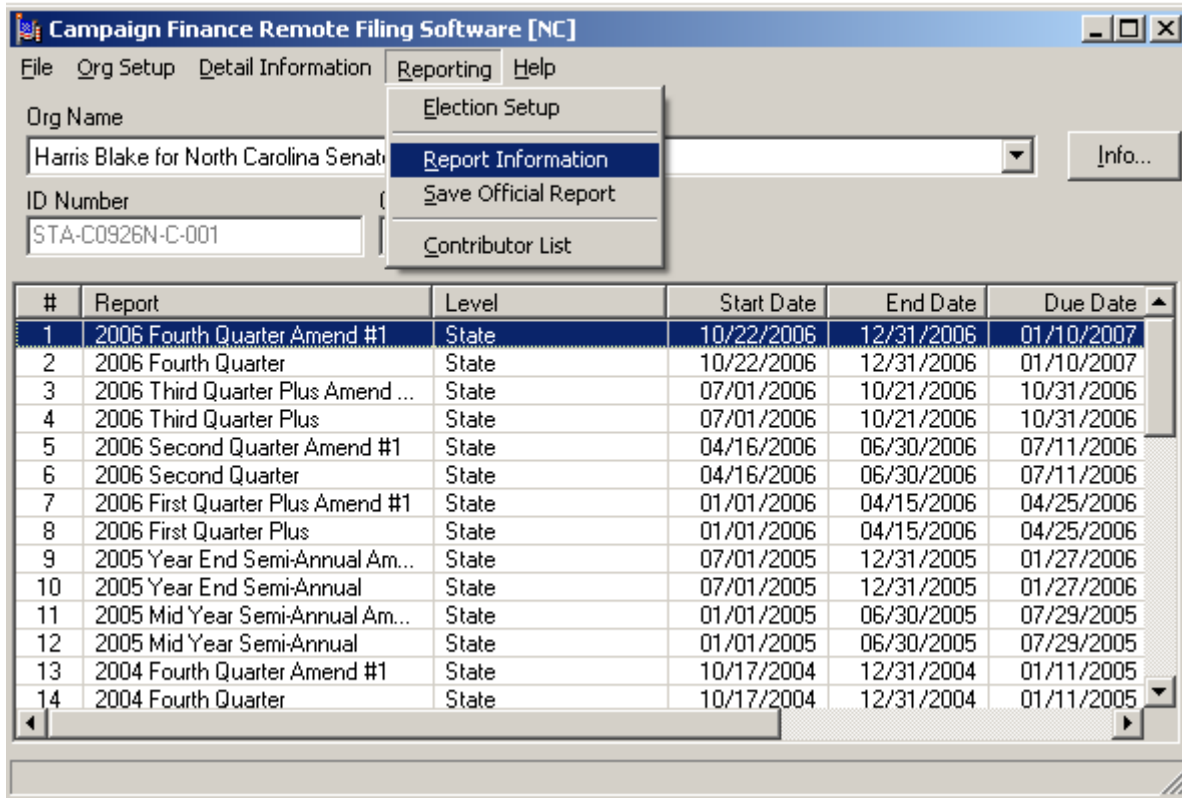
2. At this stage you will automatically be able to print the first 1 or 2 page(s) of your report. You need to do this to send in your signed cover page via mail to the State Board of Elections. Next you can open your email program and send a new email with the file that you have created attached. You should send your report to our email address.

campaign.reporting@ncsbe.gov

Now you are ready to create, audit, view and submit a new report using the Campaign Finance Reporting Software.

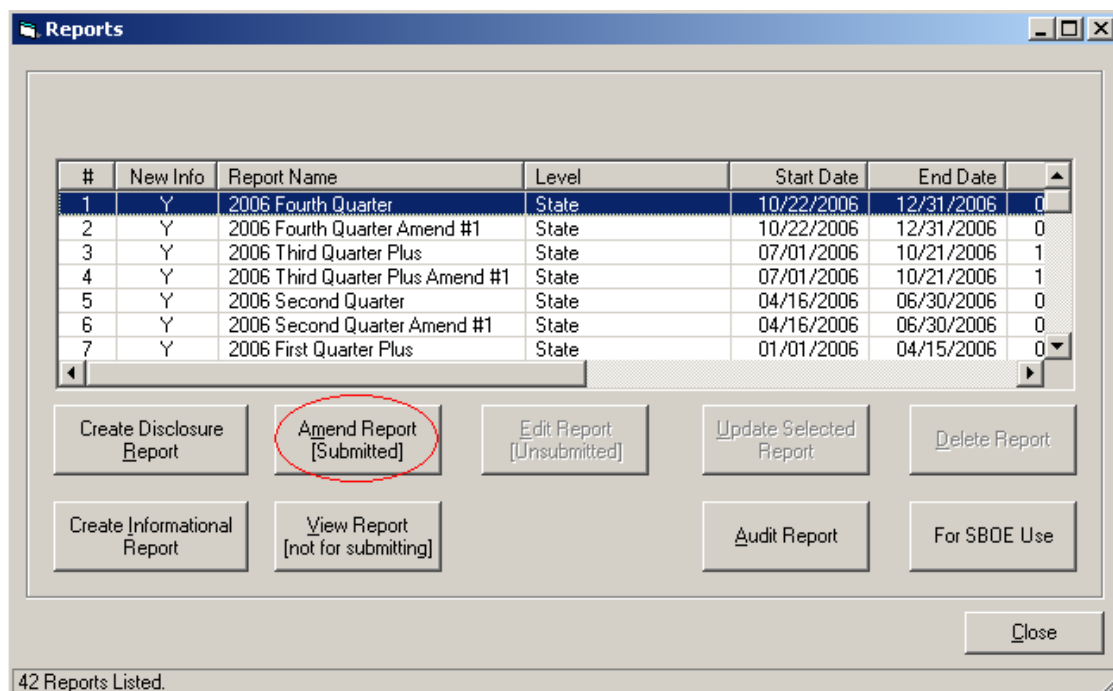
Amending a Report

1. Click Reporting → Report Information



The following screen will appear:

2. Select the report that you want to Amend
3. Click **Amend Report**



Amending a Report – cont.

The following screen will appear:

Report Information

Year: 2006 Filing Schedule: State

Previous Report Link: 2006 Third Quarter Plus [7/1/2006 - 10/21/2006] [Edit Summary Values](#)

Report Type: Fourth Quarter

Is Amendment: ☒ Yes ☐ No

Report Period Dates: Start Date: 10/22/2006 End Date: 12/31/2006 Due Date: 01/10/2007 Submit Date:

Fundraiser Activity: Num of Fundraisers:

Message text... ☐ Show ALL Detailed Contributor Information (Optional)

Account Summary List

Name	Code	Begin Balance	End Balance
BB & T Branch Banking and Trust Com...	1	\$44,475.02	\$10,957.98

[Edit Account](#)

[Reset Defaults](#) [Ok](#) [Close](#)

Note: The report links are:

<p>2006 State</p> <p>Previous Report Link</p> <p>(No Previous Report)</p>	<p>This is used when the report you are amending has no previous report.</p>
<p>2006 State</p> <p>Previous Report Link</p> <p>2006 First Quarter Plus [1/1/2006 - 4/15/2006]</p>	<p>This is used when the report you are amending does have a previous report that isn't amended.</p>
<p>2006 State</p> <p>Previous Report Link</p> <p>2006 First Quarter Plus Amend # 1 [1/1/2006 - 4/15/2006]</p>	<p>This is used when the report you are amending does have an amended previous report. (select the most current version)</p>

Amending a Report – cont.

Note: You will only use Edit Summary Values when No Previous is selected.

4. Click **Edit Summary Values**

The following screen will appear:

Summary Amounts for Pre-Software Reporting		
Previous Period Ending Balance	Cash on Hand at Start of Election Cycle	Cash on Hand at End of Election Cycle
\$1,500.00	\$0.00	\$1,500.00
Election Cycle Receipt Totals		
Aggregated Contributions from Individuals	\$500.00	
Contributions from Individuals	\$1,500.00	
Contributions from Political Party Committees	\$0.00	
Contributions from Other Political Committees	\$0.00	
Loan Proceeds	\$0.00	
Refunds/Reimbursements To the Committee	\$0.00	
Interest	\$0.00	
Contributions from Not-for-Profit Organizations	\$0.00	
Outside Sources of Income	\$0.00	
"Goods and Services" Contributions	\$0.00	
Total Receipts	\$2,000.00	
Election Cycle Expenditure Totals		
Operating Expenditures	\$0.00	
Contributions to Candidates/Political Committees	\$500.00	
Coordinated Party Expenditures	\$0.00	
Loan Repayments	\$0.00	
Refunds/Reimbursements From the Committee	\$0.00	
In-Kind Contributions	\$0.00	
Total Expenditures	\$500.00	
Election Cycle Additional Information Totals		
Administrative Support	\$20.00	
Forgiven Loans	\$0.00	
48-Hour Notice Reports Sum	0	

5. **Verify** that all amounts are correct

6. Click >**OK**

7. Click >**Ok** on the next screen

Amending a Report – cont.

The following screen will appear:

The screenshot shows a window titled "Reports" with a table of reports and a set of action buttons below it.

#	New Info	Report Name	Level	Start Date	End Date	D
1	Y	2006 Third Quarter Plus	State	07/01/2006	10/21/2006	10/3
2	N	2006 Third Quarter Plus Amend #1	State	07/01/2006	10/21/2006	10/3
3	N	2006 Third Quarter Plus Amend #1	State	07/01/2006	10/21/2006	10/3
4	Y	2006 Third Quarter Plus Amend #2	State	07/01/2006	10/21/2006	10/3
5	N	2006 Third Quarter Plus Amend #2	State	07/01/2006	10/21/2006	10/3

Below the table are several buttons:

- Create Disclosure Report
- Amend Report [Submitted]
- Edit Report [Unsubmitted]
- Update Selected Report
- Delete Report
- Create Informational Report
- View Report** (circled in red)
- Audit Report
- Export Report
- Close

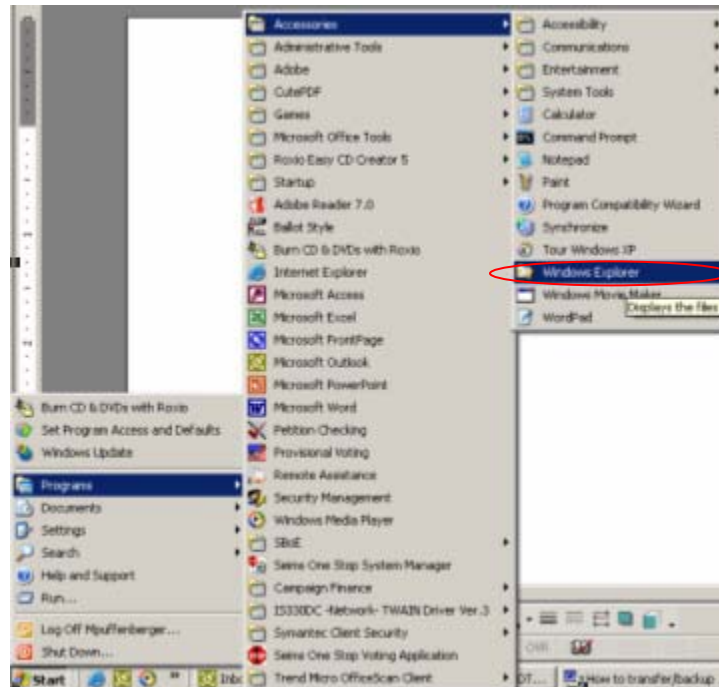
8. Click > **View Report**
9. **Verify** the information is correct

The Amendment is ready to submit. Refer back to Save Official Report on page 87 for instructions.

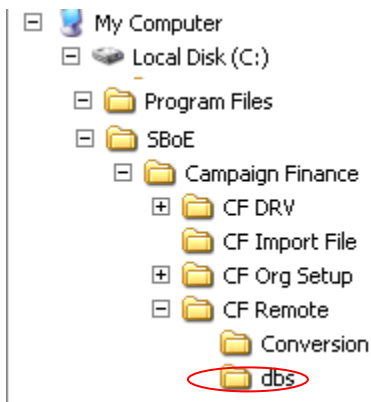
DATA PROTECTION

Backup your data version 4.x

1. Click on Start → Programs → Accessories → Windows Explorer



2. Click on My Computer → Local Disk C: → Program Files →
3. SBOE → Campaign Finance → CF Remote → dbs

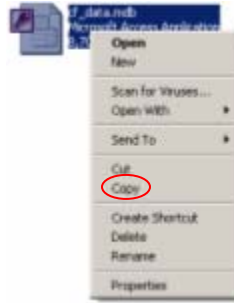


You will look for a file cf_data (it may not have the .mdb that is ok)



Backup your data version 4.x – cont.

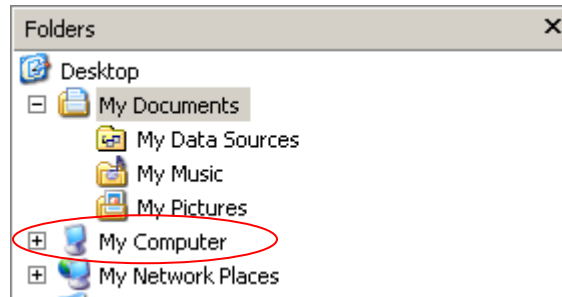
4. **Right click** on the database and select **Copy**



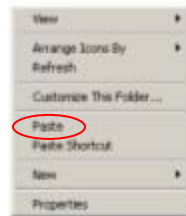
5. Copy the database to your selected mode for backing-up
6. Check to make sure the database has been backed-up on your selected media
7. Back-up is complete

Restoring Your Backup file for 4.x

1. Go to Start → Programs → Accessories → Click Windows Explorer



2. Go down to selected backup media → Right Click the "cf_data" file and select **Copy**
3. Then go back up to **My Computer**
4. Click Local Disk C: → Program Files → SBoE → Campaign Finance → CF Remote → **db's**
5. On the right side right click in the open space



6. Left click the **Paste**

When you go to CF Remote on the desktop and open it you will see Committee Information

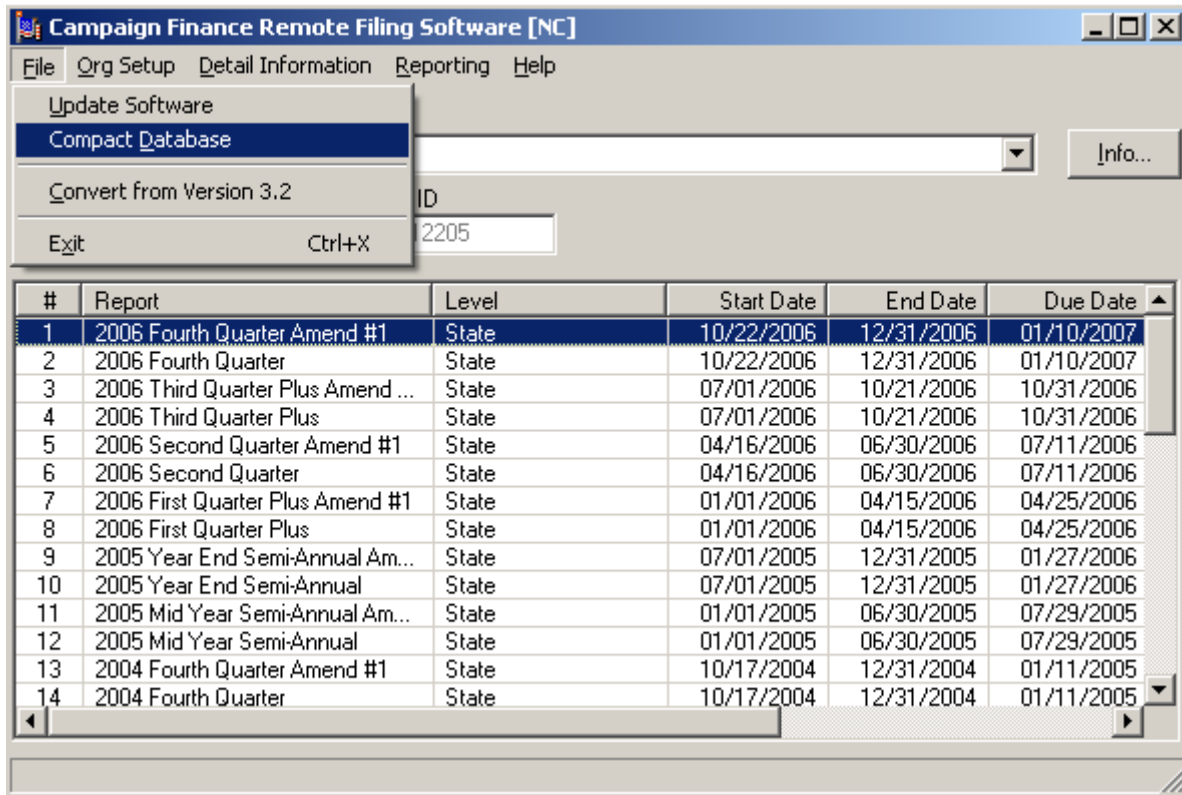
7. Click the arrow beside the Org Name drop down and Select the committee



The Committee information has been successfully moved.

Compacting the database

1. Click → **File Compact Database**



There is no further action required for the compacting process, it may however take some time depending on the size of the database.